NOTICE OF PROPOSED ACTION

Title 10: Bureau of Real Estate Appraisers

NOTICE IS HEREBY GIVEN that the Bureau of Real Estate Appraisers ("Bureau" or "BREA") is proposing to take the action as described in the Informative Digest. Any person interested may present statements or arguments orally or in writing relevant to the action proposed at a hearing to be held at:

Department of Consumer Affairs 1747 North Market Blvd. 1st Floor Hearing Room Sacramento, CA 95834

> Date: April 3, 2017 Time: 10:00 a.m.

Written comments, including those sent by mail, facsimile, or e-mail to the addresses listed under Contact Person in this Notice, must be received by the Bureau at its office not later than 5:00 P.M., on March 31, 2017, or must be received by the Bureau at the hearing. The Bureau upon its own motion or at the instance of any interested party may thereafter adopt the proposals substantially as described below or may modify such proposals if such modifications are sufficiently related to the original text. With the exception of technical or grammatical changes, the full text of any modified proposal will be available for 15 days prior to its adoption from the person designated in this Notice as contact person and will be mailed to those persons who submit written or oral testimony related to this proposal or who have requested notification of any changes to the proposal.

AUTHORITY AND REFERENCE:

Pursuant to the authority vested by sections 114.5, 115.5, 11313, 11314, 11324, 11340, 11341, 11350, 11352, 11360 and 11361 of the Business and Professions Code and to implement, interpret or make specific sections 11320.5, 11340, 11341, 11343, 11344, 11345, 11345.05, 11345.1, 11345.2, 11345.3, 11350, 11351, 11360, 11361, 11401, and 11408 of the said Code and sections 11361.5 and 11361.7 of the Health and Safety Code, the Bureau is considering changes to sections 3525, 3527, 3561, 3569, 3570, 3575, 3602, 3603, and 3681, Title 10 of the California Code of Regulations as described in this Notice.

INFORMATIVE DIGEST/POLICY STATEMENT OVERVIEW

The Bureau currently has forms concerning: license upgrade; renewal; initial; temporary practice; change notification; appraisal management company ("AMC" controlling person application; AMC renewal; AMC change form; AMC renewal; and reciprocal license. The Bureau proposes to amend these forms by including required statutory language, improving the clarity of questions, and making various other changes and improvements. The Bureau seeks to revise licensure application forms: REA 3001 (Rev. 1/1/17); REA 3012 (Rev. 1/1/17); REA 3023 (Rev. 1/1/17); REA 5002 (Rev. 1/1/17); REA 3025 (Rev. 1/1/17); REA 5012 (Rev. 1/1/17); REA 5011 (Rev. 1/1/17); REA 3011 (Rev. 1/1/17); REA 3009 (Rev. 1/1/17); and create a new form REA 5013 (Rev. 1/1/17). The aforementioned forms are being incorporated by reference.

ANTICIPATED BENEFITS

The benefit of the proposed regulation will be to ensure compliance with existing law. Currently, the Bureau's licensure applications do not inquire about military status. Revising the Bureau's licensure applications will benefit applicants by allowing the Bureau to ascertain their military status to expedite their application.

Additionally, applicants will benefit from the exclusion of questions concerning certain minor marijuana possession convictions. Currently, the Bureau's applications do not advise applicants they do not need to disclose certain minor marijuana possession convictions. The revised questions make it clear that such convictions do not need to be disclosed.

Furthermore, consumers will benefit from the clarification of questions and instructions. This will make the application process easier to complete.

CONSISTENCY AND COMPATIBILITY WITH EXISTING STATE REGULATIONS:

During the process of developing these regulations, the Bureau has conducted a search of any similar regulations on this topic and has determined that there is no reasonable interpretation of any state regulation that is inconsistent or incompatible with the proposed action.

INCORPORATION BY REFERENCE

The Bureau seeks incorporate by reference the following forms: Initial Application (Form 3001) Rev. 1/1/17; Renewal Application (Form 3012) Rev. 1/1/17; Upgrade Application (Form 3023) Rev. 1/1/17; AMC Controlling Person Application (Form 5002) Rev. 1/1/17; Reciprocal License Application (Form 3025) Rev. 1/1/17; AMC Renewal Application (Form 5012) Rev. 1/1/17; AMC Change Notification and Miscellaneous Requests (Form 5011) Rev. 1/1/17; Change Notification and Miscellaneous Requests (Form 3011) Rev. 1/1/17; Request for Temporary

Practice Permit (Form 3009) Rev. 1/1/17 and create a new form entitled Appraisal Management Company Controlling Person Renewal Questionnaire (Form 5013) Rev. 1/1/17.

FISCAL IMPACT ESTIMATES

Fiscal Impact on Public Agencies Including Costs or Savings to State Agencies or Costs/Savings in Federal Funding to the State: None

Nondiscretionary Costs/Savings to Local Agencies: None

Cost to, or mandate imposed on, any Local Agency or School District for Which Government Code Section 17500-17630 Require Reimbursement: None

<u>Business Impact:</u> The Bureau has made an initial determination that the proposed regulatory action would have no significant statewide adverse economic impact directly affecting business, including the ability of California businesses to compete with businesses in other states.

As part of its Economic Impact Analysis, BREA has determined that this proposal will not affect the ability of California businesses to compete with other states by making it more costly to produce goods or services.

Impact on Jobs/New Businesses: None

<u>Cost Impact on Representative Private Person or Business:</u> The agency is not aware of any cost impacts that a representative private person or business would necessarily incur in reasonable compliance with the proposed action.

Effect on Housing Costs: None

<u>Effect on Small Businesses:</u> The Bureau has determined that the proposed regulations will not affect small businesses. The Bureau made this determination because the minimum requirements for licensure and registration are not changing with these form. Instead, the forms are including statutorily required questions, clarifying questions, and making the form easier to use and more clear.

RESULTS OF THE ECONOMIC IMPACT ASSESSMENT

<u>Impact on Jobs/New Businesses:</u> The Bureau has determined that this regulatory proposal will not have a significant impact on the creation or elimination of jobs, new or existing businesses, or the expansion of businesses in the State of California.

Benefits: The benefits will be compliance with the law and easier to use forms.

Occupations/Businesses Impacted: The proposed regulation will not have an occupational/business impact.

<u>Reporting Requirements:</u> The proposed regulation does not set forth any new reporting requirements.

Comparable Federal Regulations: None

CONSIDERATION OF ALTERNATIVES

The Bureau must determine that no reasonable alternative considered by the Bureau or that has otherwise been identified and brought to the attention of the Bureau would be more effective in carrying out the purpose for which the action is proposed, would be as effective and less burdensome to affected private persons than the proposed action, or would be more cost-effective to affected private persons and equally effective in implementing the statutory policy or other provision of law.

Any interested person may present statements or arguments orally or in writing relevant to the above determinations at the above mentioned hearing.

INITIAL STATEMENT OF REASONS AND INFORMATION

The Bureau has prepared an initial statement of reasons which contains the purpose, rationale, and necessity for the proposed action.

The proposed text, this notice, the statement of reasons, and any other relevant documents are on the Bureau's website at www.brea.ca.gov. Click the "Laws" tab at the top of the page. Under the heading "Rulemaking Notifications" find the docs associated with this rulemaking subject: "Form Revisions."

AVAILABILITY AND LOCATON OF THE STATEMENT OF REASONS, TEXT OF PROPOSED REGULATION AND RULEMAKING FILE

All the information upon which the proposed regulations are based is contained in the rulemaking file which is available for public inspection by contacting the person named below. As of the date this notice is published in the Notice of Register, the rulemaking file consists of this notice, the proposed text of the regulation and the initial statement of reasons. Copies may be obtained by contacting person named below or by accessing the website as provided above.

AVAILABILITY OF CHANGED OR MODIFIED TEXT

After holding the hearing and considering all timely and relevant comments received, BREA may adopt the proposed regulation substantially, as described in this notice. If BREA makes modification which are sufficiently related to the originally proposed text, it will make the modified text (with the changes clearly indicated) available to the public for at least 15 days before BREA adopts the regulations as revised. Please send requests for copies of any modified regulation to the attention of the contact person named below. BREA will accept written

comments on the modified regulation for 15 days after the date on which they are made available.

AVAILABILITY OF THE FINAL STATEMENT OF REASONS

Upon its competition, copies of the Final Statement of Reasons may be obtained by contacting the person named below.

CONTACT PERSON

Inquiries or comments concerning the proposed rulemaking action may be addressed to:

Kyle Muteff, Legal Counsel 1102 Q Street, Suite 4100 Phone: 916-341-6126 FAX: 916-440-7406 kyle.muteff@orea.ca.gov

The backup person is: Thu Tran 1102 Q Street, Suite 4100 Phone: 916-440-7876 FAX: 916-440-7406

Bureau of Real Estate Appraisers Initial Statement of Reasons

Hearing Date: April 3, 2017

Subject Matter of Proposed Regulations: Form Updates

Sections Affected: Amend Section 3525, 3527, 3561, 3569, 3570, 3575, 3602, 3603, and 3681 of Title 10 of the California Code of Regulations.

Background/Problem Addressed

Senate Bill 1159 (Lara, Chapter 752, Statutes of 2014) amended section 30 of the Business and Professions Code. No later than January 1, 2016, the Bureau of Real Estate Appraisers (BREA or the Bureau) must require either the individual taxpayer identification number or social security number if the applicant is an individual.

Assembly Bill 1904 (Block, Chapter 399, Statutes of 2012) added section 115.5 to the Business and Professions Code requiring boards and bureaus within the Department of Consumer Affairs (DCA or Department) to expedite the licensure process for applicants who are either married to, or in a domestic partnership with, an active duty member of the Armed Forces of the United States of America assigned to an active duty station in this state under official duty military orders.

Assembly Bill 1057 (Medina, Chapter 693, Statutes of 2013) added section 114.5 to the Business and Professions Code requiring all boards and bureaus within DCA to inquire on every application for licensure if the individual applying for licensure is serving in, or has previously served in, the military.

Under the Uniform Controlled Substances Act, convictions for certain marijuana charges need not be reported on applications. Section 11361.5 of the Health and Safety Code requires the destruction of records for certain marijuana possession charges two years after the conviction. Pursuant to section 11361.7(b) of the Health and Safety Code, the Bureau cannot deny or limit a license based on certain marijuana convictions if the conviction is more than two years old. Section 11361.7 has caused the Bureau to rewrite its application questions regarding convictions to specifically state convictions obtained pursuant to Health and Safety Code section 11357 are excluded from the disclosure requirement. Forms 3001, 3012, 3023, 5002, 3025, 5012, and 5013 conviction questions have been rewritten.

The Bureau seeks to revise the following forms: 3001, 3012, 3023, 5002, 3025, 5012, 5011, 3011, 5013, and 3009 from title 10 of the California Code of Regulations sections 3525, 3527, 3561, 3569, 3570, 3575, 3602, 3603, and 3681 in order to implement the requirements set forth above, and provide clarifying information and general updates.

Factual Basis/Rationale

Pursuant to Business and Professions Code section 11313, the Bureau Chief shall adopt regulations as are determined reasonably necessary to carry out the purposes of the Real Estate Appraisers' Licensing and Certification Law. Due to the number of forms and changes being proposed, each form will be addressed separately and will explain the reason for all the information on the form.

Form 3001 Initial Application

1. Logo, Governor, and Name Change to Bureau.

The top of the form includes the following information: the name of the current Governor, BREA's logo, and BREA's contact information. This information is being provided to verify that the applicant is using an authentic BREA form and to provide applicants with BREA's contact information. The top banner also includes the State of California seal, which is used on all BREA forms, and a box for BREA's use only in order for staff to process the document.

2. Title.

The application is entitled "Initial License Application" as this is the initial application needed to receive a license.

3. Opening Instructions.

The form begins with bullet points of instruction. This is to provide the applicant with some basic information before they begin to complete the form, including: an advisement to fill the form out clearly and in dark ink, how fees must be paid, that fees are non-refundable, that out-of-state licensees must complete an additional form and the form they are required to use, that examination fees are paid to the test center directly at the time of the examination, a telephone number to call if the applicant has questions, the mailing address where the completed application must be sent, and a website where all fees are located. This information is included at the beginning of the application because BREA has learned that this is the information most applicants need before completing the main parts of the application.

4. Part A – Applicant Information.

- a. Military Questions.
 - i. Business and Professions Code section 114.5 requires BREA to inquire whether the applicant is serving or has served in the military. If so, the application will be expedited. In addition, Business and Professions Code section 115.5 requires BREA to expedite the licensure process for an applicant that is married, in a

domestic partnership or other legal union with a person who is assigned to active military duty in the State. These questions must be asked to determine if the application should be expedited.

b. Application Level.

- i. There are four levels of licensure with BREA. This question asks the applicant which level the applicant is applying to receive.
- c. Name, Gender, Height, Weight, Eye Color, Hair Color, Birthdate, Drivers License Number, Social Security or Taxpayer Identification Number.
 - i. These questions are asked to verity the identity the applicant and remain unchanged from the previous Initial Application form, except for the Taxpayer Identification Number. The Taxpayer Identification Number is being requested as an alternative to providing a social security number pursuant to Business and Professions Code section 30.
 - ii. The date of birth is requested to verify the applicant's age pursuant to Business and Professions Code section 11340(e), which indicates that a license may not be issued to an individual under the age of 18.

d. Business Name.

i. California Code of Regulations section 3527 requires all applicants to provide and update their business name.

e. Mailing Address (Address of Record).

i. California Code of Regulations section 3527 is proposed to be amended to simplify the address of record for applicants, licensees and registrants. Currently, an applicant's business address is their address of record, unless otherwise requested. However, if no business address is provided, the mailing address is the address of record. This has resulted in applicant and licensee confusion regarding what their address of record is. It is important to clarify and simplify this issue to help ensure that applicants, licensees, and registrants are aware that the address they provide will be a public record and that the address they provide is where all official communication from BREA will be sent. In an effort to simplify this issue, BREA proposes to amend California Code of Regulations section 3527 to ask for only one address, which will be the address of record.

f. Business and Residence Telephone Number.

i. California Code of Regulations section 3527 requires that applicants provide business and residence telephone numbers. The Bureau proposes to remove "Residence address" from section 3527 as it is not needed to license an individual. Further, there can be confusion from Bureau staff as to which address to send official documents. Removing the unnecessary residence address removes that problem. Similarly, the Bureau proposes to streamline section 3527(c) to simply state the mailing address is the address of records. This will provide the Bureau with the necessary information to serve the applicant and licensee with documents

while eliminating unnecessary addresses. Subsection (c) is also being amended to simply state the address, business name and business telephone number are public. This is to inform the applicant that such information is public.

g. Email (Optional).

i. An email can be a beneficial tool to communicate to applicants and licensees. BREA emails applicants and licensees newsletters and other important information. Additionally, staff may be able to reach an individual through email when other methods are proving ineffective. However, this is an optional field that the applicant can leave blank.

h. Color Photo.

- i. A color photo helps BREA identify the applicant. BREA does not propose any changes from the previous form regarding this question.
- i. Previous California Real Estate Appraiser License.
 - i. This question allows BREA to easily determine if an applicant was previously licensed. If previously licensed, BREA can review the applicant's licensing file to determine whether a license should be granted. This may include reviewing the licensing file to determine if any action has been taken against the previous license.

5. Part B – Applicant Background Information

a. Other Names.

- i. This question captures if the applicant has used other names in the past. If so, it will be important for BREA to know the other names to ensure the background check is conducted properly.
- b. Pending criminal charges or judgments.
 - i. BREA's highest priority is consumer protection. BREA may deny a license to an applicant based on certain criminal or unprofessional conduct and requires this information in determining whether to issue the requested license.² Furthermore, Business and Professions Code section 11318 requires an applicant with pending criminal issues furnish BREA a certified copy of the police or administrative agency's investigative report and certified copies of the court or administrative agency's docket, complaint or accusation, and judgment or other order.

c. Convictions.

i. BREA also needs to be aware of criminal convictions for the same reasons as set forth above. However, the question is careful to exclude certain offenses that the applicant is not legally obligated to report.³ In addition to the convictions that

¹ Business and Professions Code sections 11313 and 11314

² Cal. Code Regs., tit. 10, section 3721(a).

³ See Health and Welfare Code sections 11361.5 and 11361.7(b).

applicants are not required to disclose, BREA has decided not to require the disclosure of citations of less than \$500. This amount was selected because BREA has been unnecessarily burdened with reviewing simple traffic citations that result in several hundred dollar fines. However, citations of over \$500 tend to be more serious and the Bureau wants to be aware of those violations in determining whether or not to issue a license. If the applicant has a criminal conviction to report, BREA has developed a spreadsheet in the application to make it easier for the applicant to provide the required information related to the convictions. This information includes the court of the conviction, arresting agency, date of conviction, and other information needed for BREA to evaluate whether to a license should be granted. Business and Professions Code section 11318 requires an applicant with convictions to furnish BREA a certified copy of the police or administrative agency's investigative report and certified copies of the court or administrative agency's docket, complaint or accusation, and judgment or other order.

d. Other licenses and license discipline.

i. BREA wants to know if an applicant has another professional or vocational license to allow BREA to contact that licensing entity and determine if the applicant has any complaints, investigations, or discipline against their license. If there has been complaints, investigations, or discipline against their license, BREA needs to be aware of the actions to determine if the application should be granted or denied. If the applicant has another license, the applicant may use a spreadsheet in the application for the applicant to easily provide the required information. This information includes the type of license, the state where the license was issued, and if the licensing entity took disciplinary action against the license.

e. Conviction Details

i. As discussed above, BREA developed a spreadsheet for applicants to use if they have been convicted of a criminal offense. The spreadsheet clearly states what information BREA needs to evaluate the application.

f. License Details

- i. As discussed above, BREA developed a spreadsheet for applicants to use if they have another license. The spreadsheet clearly states what information BREA needs to evaluate the application.
- 6. Background Check. This section remains unchanged from the previous form. It is included to inform the applicant that they are required to complete a background check and submit fingerprints as part of the application process.

- 7. Penalty of Perjury Statement. This section was included in the previous form, but has been shortened to remove unnecessary language. This statement is needed to ensure the applicant is being truthful on the application.
- 8. Instructions. The last page of the application contains detailed instructions, which provide applicants with explanations if they are confused about a question.
 - a. Part A.
 - i. Part A begins with the application level. BREA lists and defines the four different license levels. Applicants can apply for any level of licensure. The remainder of Part A provides basic instructions.
 - b. Part B.
 - i. Part B explains the questions in this section must be answered. This section also explains that a background check and the submission of fingerprints are required.
 - c. Privacy Notice.
 - i. A privacy notice, as required by Civil Code section 1798.17, is included on this form.

Form 5012 AMC Renewal Application

1. Logo, Governor, and Name Change to Bureau.

The top of the form includes the following information: the name of the current Governor, BREA's logo, and BREA's contact information. This information is being provided to verify that the applicant is using an authentic BREA form and to provide applicants with BREA's contact information. The top banner also includes the State of California seal, which is used on all BREA forms, and a box for BREA's use only in order for staff to process the document.

2. Title.

The application is entitled "Appraisal Management Company Renewal Application" as this is an Appraisal Management Company (AMC) renewal form. BREA is continuing the use of the title "Appraisal Management Company Renewal Application" to maintain continuity.

3. Opening Instructions.

Instructions are provided so the applicant has some basic information before they begin completing the form, including: an advisement to fill the form out clearly and in dark ink, how fees must be paid, that fees are non-refundable, a telephone number to call if the applicant has questions, the mailing address where the completed application must be sent, and a website

where all fees are located. This information is included at the beginning of the application because BREA has learned that this is the information most applicants need to know before completing the main parts of the application.

4. Part A – AMC Information.

a. Name.

i. The applicant must provide the name of the AMC. This question has not been changed from the previous form.

b. AMC Certificate Number.

i. This question is requested in order to verify the name of the AMC matches the AMC certificate number.

c. Mailing Address (Address of Record).

- i. California Code of Regulations section 3527 is proposed to be amended to simplify the address of record. Currently, an applicant's business address is their address of record, unless otherwise requested. However, if no business address is provided, the mailing address is the address of record. This has resulted in confusion regarding what their address of record is. It is important to clarify and simplify this issue to help ensure that licensees and registrants are aware that the address they provide will be a public record and that the address they provide is where all official communication from BREA will be sent. In an effort to simplify this issue, BREA proposes to amend California Code of Regulations section 3527 to ask for only one address, which will be the address of record.
- d. Business and Residence Telephone Number.
 - i. Licensees are required to provide business and residence telephone numbers.⁴
- e. Fax and Email (Optional).
 - i. A fax number and email address can be beneficial tools to communicate with applicants and licensees. BREA emails applicants and licensees newsletters and other important information. Additionally, staff may be able to reach an individual through fax or email when other methods are proving ineffective. However, this is an optional field that the applicant can leave blank.

5. Part B – Designated Officer.⁵

a. Name.

i. Applications for a certificate of registration as an appraisal management company must include the name of the designated officer.⁶ The designated controlling

⁴ Cal. Code Regs., tit. 10, section 3527.

⁵ "Designated Officer" means a Controlling Person authorized by the AMC to act on behalf of the company for purposes of application for, and compliance with, a Certificate of Registration to operate as an AMC. (Cal. Code Regs., tit. 10, section 3500(b)(10).)

person⁷, typically the designated officer, must complete and submit proof of the 7-hour National USPAP course.⁸

b. Title.

6. Part C – Designated Officer Background Information. 9

- a. Other Names.
 - i. This question captures if the applicant has used other names in the past. If so, it is important for BREA to know the other names to ensure the background check is conducted.
- b. Pending criminal charges or judgments.
 - BREA's highest priority is consumer protection. BREA may deny the renewal of a certificate of registration of any person or entity based on certain criminal or unprofessional conduct. Therefore, BREA requires this information to determine whether to renew the certificate. In addition, any individual that acts as a controlling person in an AMC and who enters a plea of guilty, no contest, or is convicted of, a felony, or that has a license or certificate as an appraiser refused, denied, canceled or revoked in any other state, is required to report such facts to BREA.

c. Convictions.

i. BREA also needs to be aware of criminal convictions as set forth above. However, the question is careful to exclude certain offenses that the applicant legally does not need to report. ¹² In addition to the convictions that the statute allows applicants not to disclose, BREA has decided to not require disclosure of citations of less than \$500. This amount was selected because BREA has been unnecessarily burdened with reviewing simple traffic citations that result in several hundred dollar fines. However, fines over \$500 tend to be more serious and the Bureau wants to be aware of those violations. If the applicant does have a criminal conviction to report, BREA has developed a spreadsheet to make it

⁶ Cal. Code Regs., tit. 10, section 3576(f).

⁷ "Controlling person" means one or more of the following: (1) An officer or director of an appraisal management company, or an individual who holds a 10 percent or greater ownership interest in an appraisal management company. (2) An individual employed, appointed, or authorized by an appraisal management company that has the authority to enter into a contractual relationship with clients for the performance of appraisal services and that has the authority to enter into agreements with independent appraisers for the completion of appraisals. (3) An individual who possesses the power to direct or cause the direction of the management or policies of an appraisal management company. Business and Professions Code section 11302(f).

⁸ Cal. Code Regs., tit. 10, section 3681(d)(2)

⁹ A prospective Controlling Person who is not licensed or certified by BREA is required to submit fingerprints to be used by the Department of Justice in order to obtain information relating to the existence or content of state and federal records of arrests or convictions. (Cal. Code Regs., tit. 10, section 3576(e).)

¹⁰ Cal. Code Regs., tit. 10, sections 3576, 3721(a).

¹¹ Bus. & Prof. Code, section 11345.2(b); Cal. Code Regs, tit. 10, section 3576(c).

¹² See Health and Welfare Code sections 11361.5 and 11361.7(b).

easier for the applicant to provide the required information related to the convictions. This information includes the court of the conviction, arresting agency, date of conviction and other information needed for BREA to evaluate whether to a license should be granted. Again, Business and Professions Code section 11318 requires an applicant with convictions to furnish BREA a certified copy of the police or administrative agency's investigative report and certified copies of the court or administrative agency's docket, complaint or accusation, and judgment or other order.

d. Other licenses and license discipline.

An individual that has had a real estate license or certificate, or the authority to engage in any real estate lending or transfer of real property, refused, denied, canceled, or revoked in California or any other state is not permitted to act as a controlling person of an AMC. 13 In addition, if a controlling person is licensed in another jurisdiction, their license must be in in good standing there and they are required to provide BREA with a certificate of license history from the other jurisdiction. ¹⁴ Therefore, in order to determine whether to renew the AMC's certificate, it is necessary for BREA to be aware of any such discipline. BREA created a spreadsheet for the applicant to easily provide the required information. This information includes the type of license, the state licensed, and if any action was taken against the license.

e. Conviction Details.

As discussed above, individuals with criminal convictions may not be eligible to be a controlling person in an AMC. BREA has developed a spreadsheet for applicants to use if they have been convicted of a criminal offense. The spreadsheet clearly states what information BREA needs to evaluate the application.

f. License Details.

- As discussed above, BREA developed a spreadsheet for applicants to use if they have another license. The spreadsheet clearly states what information BREA needs to evaluate the application.
- 7. Penalty of Perjury Statement. This section was included in the previous form, but has been shortened to remove unnecessary language. This statement is needed to ensure the applicant is being truthful on the application.
- 8. Instructions. The last page of the application contains detailed instructions, which provide applicants with explanations if they are confused about a question.

¹³ Cal. Code Regs., tit. 10, section 3576(b). ¹⁴ Cal. Code Regs., tit. 10, section 3576(d).

Form 3009 Request for Temporary Practice Permit

1. Logo, Governor, and Name Change to Bureau.

The top of the form includes the following information: the name of the current Governor, BREA's logo, and BREA's contact information. This information is being provided to verify that the applicant is using an authentic BREA form and to provide applicants with BREA's contact information. The top banner also includes the State of California seal, which is used on all BREA forms, and a box for BREA's use only in order for staff to process the document.

2. Title.

The application is entitled "Request for Temporary Practice Permit." BREA is continuing to use the title "Request for Temporary Practice Permit" to maintain continuity.

3. Opening Instructions.

Instructions are provided so the applicant has some basic information before they begin completing the form, including: an advisement to fill the form out clearly and in dark ink, how fees must be paid, that fees are non-refundable, that out-of-state applicants must complete an additional form and the form they are required to use, a telephone number to call if the applicant has questions, the mailing address where the completed application must be sent, and a website where all fees can be located. This information is included at the beginning of the application because BREA has learned that this is the information most applicants need to know before completing the main parts of the application.

4. Applicant Information.

a. Military Questions.

i. Business and Professions Code section 114.5 requires BREA to inquire whether the applicant is serving or has served in the military. If so, the application is expedited. In addition, Business and Professions Code section 115.5 requires BREA to expedite the licensure process for an applicant that is married, in a domestic partnership or other legal union with a person who is assigned to active military duty in the State. These questions must be asked to determine if the application should be expedited.

b. Application Level.

- i. There are three levels of licensure for a temporary permit. This question asks the applicant which level the applicant is applying to receive.
- c. Name to Appear on Permit.

i. The Bureau needs to know the name of the applicant to ensure they are licensed in another state and eligible to receive a temporary practice permit.

d. Business Name.

i. California Code of Regulations section 3527 requires all applicants and licensees to provide and update their business name.

e. Mailing Address (Address of Record).

i. California Code of Regulations section 3527 is proposed to be amended to simplify the address of record for applicants, licensees, and registrants. Currently, an applicant's business address is their address of record, unless otherwise requested. However, if no business address is provided, the mailing address is the address of record. This has resulted in applicant and licensee confusion regarding their address of record. It is important to clarify this issue to help ensure that applicants are aware that the address they provide will be a public record and is where all official communication from BREA will be sent. In an effort to simplify this issue, BREA proposes to amend California Code of Regulations section 3527 to ask for only one address, which will be the address of record.

f. State(s) Currently Licensed.

i. In order to obtain a temporary practice permit, an applicant must have a valid unrestricted license issued by another state.¹⁵ Thus, the Bureau needs to know the state(s) where the applicant is currently licensed.

g. Expiration Date(s).

i. The applicant's out-of-state license must be current so the Bureau proposes to request that the applicant provide the expiration date(s) of the out-of-state license(s). 16

h. Business and Residence Telephone Number.

- i. California Code of Regulations section 3527 requires applicants to provide business and residence telephone numbers.
- i. Social Security/Taxpayer ID Number.
 - i. The Taxpayer Identification Number is being requested as an alternative to providing a social security number pursuant to Business and Professions Code section 30.
- i. Driver's License Number and Date of Birth.
 - i. This information is requested to assist in verifying the identity of the applicant. The date of birth is requested to verify the applicant's age pursuant to Business and Professions Code section 11340(e), which indicates that a license may not be issued to an individual under the age of 18.
- k. Current or Expired California Real Estate Appraiser's License.

¹⁵ Cal. Code Regs., tit. 10, section 3525(a).

¹⁶ Cal. Code. Regs., tit. 10, section 3525(a).

- i. This question is asked to determine if the applicant has a current or expired California real estate appraiser's license and whether it has ever been disciplined. If so, the Bureau may not grant the permit if consumer protection is jeopardized by granting the permit.
- 5. Penalty of Perjury Statement. This section was included in the previous form, but has been shortened to remove unnecessary language. This statement is needed to ensure the applicant is being truthful on the application.
- 6. Instructions. The last page of the applications contains detailed instructions, which provides applicants with explanations if they are confused about a question.
- 7. The Bureau proposes to eliminate from the text of section 3525 "or any federally approved equivalent form" because there is no federally approved equivalent form now and the federal government is not proposing to introduce a federally approved form. Thus, this language is not necessary and may be confusing to an applicant.

Form 3011 Change Notification and Miscellaneous Requests

1. Logo, Governor, and Name Change to Bureau.

The top of the form includes the following information: the name of the current Governor, BREA's logo, and BREA's contact information. This information is being provided to verify the applicant is using an authentic BREA form and to provide applicants with BREA's contact information. Also in the top banner are the State of California seal and an area for BREA's official use. The seal is used on all BREA forms and the official area is used by BREA staff to process the document. There is also a BREA logo to assist in the authentication of the form.

2. Title.

The application is entitled "Change Notification and Miscellaneous Requests" because it allows licensees to notify BREA of changes to their contact information and make other miscellaneous requests. The Bureau requires applicants, licensees, and holders of a temporary practice permit or course provider approval permit to complete this form to update their contact information within 10 days of the change. The Bureau also included miscellaneous requests on this form for individuals to easily request letters of license history from the Bureau. BREA is continuing to use the title "Change Notification and Miscellaneous Requests" to maintain continuity.

3. Opening Instructions.

¹⁷ Cal. Code Regs., tit. 10, sections 3527, 3702

Instructions are provided so the applicant has some basic information before they begin to completing the form, including an advisement to fill the form out clearly and in dark ink, how fees must be paid, that fees are non-refundable, that out-of-state licensees must complete an additional form and the form they are required to use, a telephone number to call if the applicant has questions, the mailing address where the form must be sent, and a website where all fees can be located. This information is included at the beginning of the application because BREA has learned that this is the information most applicants need to know before completing the main parts of the application.

4. Part A.

The form is broken into two parts. Part A is for applicants, licensees, and holders of a temporary practice permit or course provider approval permit, who are changing their information or requesting a duplicate license or letter of license history. Part B is for members of the public requesting a letter of license history. It is important to be clear about who is requesting a letter of license history because the Bureau is required to suspend a license or certificate of registration if the licensee or registrant pays his or her fees with a dishonored check. However, suspension is not required if someone other than the licensee or registrant pays fees with a dishonored check.

a. Type of Change or Service Request.

This form allows licensees to easily update their information and provides licensees with a way to request certain documents. The licensee simply selects the information that needs to be changed and/or the documents they are requesting.

b. License Identification Number, Expiration Date, and Social Security Number/Taxpayer I.D. Number, and Name (as it Appears on Current License).

This information is required to identify the licensee and ensure that a third party is not able to change a licensee's information.

c. New Information.

This information is requested in order for BREA to update the licensee's information.

d. Penalty of Perjury Statement.

¹⁸ Cal. Code Regs., tit. 10, section 3582(c).

This section was included in the previous form, but has been shortened to remove unnecessary language. This statement is needed to ensure the applicant is being truthful on the application.

5. Part B.

This part requests the following information that will allow BREA to complete the request: 1) the requesting party's address where BREA will mail the letter of license history; and 2) the licensee's name and license number so the correct letter of license history may be sent to the requesting party.

6. Instructions. The last page of the applications contains instructions, which provide applicants with explanations if they are confused about a question.

Form 3012 License Renewal Application

1. Logo, Governor, and Name Change to Bureau.

The top of the form includes the following information: the name of the current Governor, BREA's logo, and BREA's contact information. This information is being provided to verify that the applicant is using an authentic BREA form and to provide applicants with BREA's contact information. The top banner also includes the State of California seal, which is used on all BREA forms, and a box for BREA's use in order for staff to process the document.

2. Title.

This form is entitled "License Renewal Application" as this is form needed to renew a license.

3. Opening Instructions.

Instructions are provided so the applicant has some basic information before they begin completing the form, including: an advisement to fill out the form clearly and in dark ink, how fees must be paid, that fees are non-refundable, that out-of-state licensees must complete an additional form and which form they are required to use, a telephone number to call if the applicant has questions, the mailing address where the completed application must be sent, and a website where all fees can be located. This information is included at the beginning of the application because BREA has learned that this is the information most applicants need to know before and completing the main parts of the application.

- 4. Part A Applicant Information.
 - a. Military Questions.

i. Business and Professions Code section 114.5 requires BREA to inquire whether the applicant is serving or has served in the military. If so, the application will be expedited. In addition, Business and Professions Code 115.5 requires BREA to expedite the licensure process for an applicant that is married, in a domestic partnership or other legal union with an active duty member in the military assigned to a duty station in the State. These questions must be asked to determine if the application should be expedited.

b. Application Level.

i. There are four levels of licensure with BREA. This question asks the applicant which level the applicant is applying to receive.

c. Current License.

- i. The Bureau asks for the license number and expiration date to ensure that the correct license is being renewed.
- d. Social Security/Taxpayer Identification Number and Date of Birth.
 - i. These questions are asked to verify the identity the applicant and remain unchanged from the previous Renewal Application form except for the Taxpayer Identification Number. The Taxpayer Identification Number is being requested as an alternative to providing a social security number pursuant to Business and Professions Code section 30.
 - ii. The date of birth is requested to verify the applicant's age pursuant to Business and Professions Code section 11340(e), which indicates that a license may not be issued to an individual under the age of 18.

e. Business Name.

i. California Code of Regulations section 3527 requires all applicants and licensees provide and update their business name.

f. Mailing Address (Address of Record)

- i. California Code of Regulations section 3527 is proposed to be amended to simplify the address of record for applicants, licensees and registrants. Currently, an applicant's business address is their address of record, unless otherwise requested. However, if no business address is provided, the applicant's mailing address is the address of record. This has resulted in applicant and licensee confusion regarding what their address of record is. It is important to clarify and simplify this issue to help ensure that applicants, licensees and registrants are aware that the address they provide will be a public record and that this is where all official communication from BREA will be sent. In an effort to simplify this issue, BREA proposes to amend California Code of Regulations section 3527 to ask for only one address, which will be the address of record.
- g. Business and Residence Telephone Number.
 - i. California Code of Regulations section 3527 requires applicants and licensees provide BREA with their business and residence telephone numbers.

h. Email (Optional).

i. An email can be a beneficial tool to communicate to applicants and licensees. BREA emails applicants and licensees newsletters and other important information. Additionally, staff may be able to reach an individual through email when other methods are proving ineffective. However, this is an optional field that the applicant can leave blank.

5. Part B – Applicant Background Information.

a. Other Names.

i. This question captures if the applicant has used other names in the past. If so, it will be important for BREA to know the other names to ensure the background is conducted.

b. Pending criminal charges or judgments.

i. BREA's highest priority is consumer protection. BREA may deny the renewal of a license or registration based on certain criminal or unprofessional conduct and requires this information in determining whether to issue the requested renewal. Furthermore, Business and Professions Code section 11318 requires a licensee or applicant for licensure with pending criminal issues furnish BREA a certified copy of the police or administrative agency's investigative report and certified copies of the court or administrative agency's docket, complaint or accusation, and judgment or other order.

c. Convictions.

BREA also needs to be aware of criminal convictions for the same reasons as set i. forth above. However, the question is careful to exclude certain offenses that the applicant is not legally obligated to report.²⁰ In addition to the convictions that applicants are not required to disclose, BREA has decided to not require disclosure of citations of less than \$500. This amount was selected because BREA has been unnecessarily burdened with reviewing simple traffic citations that result in several hundred dollar fines. However, citations over \$500 tend to be more serious and the Bureau wants to be aware of those violations in determining whether or not to issue the license renewal. If the applicant has a criminal conviction to report, BREA has developed a spreadsheet to make it easier for the applicant to provide the required information related to the convictions. This information includes the court of the conviction, arresting agency, date of conviction and other information needed for BREA to evaluate whether to a license should be granted. Business and Professions Code section 11318 requires a licensee or applicant with convictions furnish BREA a certified copy of the

¹⁹ Cal. Code Regs., tit. 10, section 3721(a).

²⁰ See Health and Welfare Code section 11361.5 and 11361.7(b).

police or administrative agency's investigative report and certified copies of the court or administrative agency's docket, complaint or accusation, and judgment or other order.

- d. Other licenses and license discipline.
 - i. BREA wants to know if an applicant has another professional or vocational license to determine if their other license has been disciplined. If discipline has been imposed on other licenses, BREA needs to be aware of the discipline to determine if the renewal application should be granted or denied. If the applicant has other licenses then BREA created a spreadsheet for the applicant to easily provide the required information. This information includes the type of license, the state licensed, and if any disciplinary action was taken against the license.

e. Conviction Details

i. As discussed above, BREA developed a spreadsheet for applicants to use if they have been convicted of a crime. The spreadsheet clearly states what information BREA needs to evaluate the application.

f. License Details

- As discussed above, BREA developed a spreadsheet for applicants to use if they have another license. The spreadsheet clearly states what information BREA needs to evaluate the application.
- 6. Penalty of Perjury Statement. This section was included in the previous form, but has been shortened to remove unnecessary language. This statement is needed to ensure the applicant is being truthful on the application.
- 7. Instructions. The last page of the applications contains detailed instructions in order to provide applicants with explanations if they are confused about a question.

Form 3023 License Upgrade Application

1. Logo, Governor, and Name Change to Bureau.

The top of the form includes the following information: is the name of the current Governor, BREA's logo, and BREA's contact information. This information is being provided to verify that the applicant is using an authentic BREA form and to provide applicants with BREA's contact information. The top banner also includes the State of California seal, which is used on all BREA forms, and a box for BREA's use only in order for BREA staff to process the document.

2. Title.

The application is entitled "License Upgrade Application" as this is the form needed to upgrade a license.

3. Opening Instructions.

Instructions are provided so the applicant has some basic information before they begin completing the form, including an advisement to fill the form out clearly and in dark ink, how fees must be paid, that fees are non-refundable, that out-of-state licensees must complete an additional form and which form they are required to use, that examination fees are paid to the test center directly, a telephone number to call if the applicant has questions, the mailing address where the form must be sent, and a website where all fees can be located. This information is included at the beginning of the application because BREA has learned that this is the information most applicants need to know before completing the main parts of the application. The majority of the opening instructions are from the previous form.

4. Part A – Applicant Information.

a. Military Questions.

i. Business and Professions Code section 114.5 requires BREA to inquire whether the applicant is serving or has served in the military. If so, the application will be expedited. In addition, Business and Professions Code section 115.5 requires BREA to expedite the licensure process for an applicant that is married, in a domestic partnership or other legal union with a person who is assigned to active military duty in the State. These questions must be asked to determine if the application should be expedited.

b. Application Level.

- i. A licensee can upgrade their license to three different levels of licensure. This question asks the applicant which level the applicant is applying to receive.
- c. Name, Current License Number, Social Security/Taxpayer Identification Number, Date of Birth
 - i. These questions are asked to verify the identity the applicant and remain unchanged from the previous Upgrade Application form except for the Taxpayer Identification Number. The Taxpayer Identification Number is being requested as an alternative to providing a social security number pursuant to Business and Professions Code section 30.
 - ii. The date of birth is requested to verify the applicant's age pursuant to Business and Professions Code section 11340(e), which indicates that a license may not be issued to an individual under the age of 18.

d. Business Name.

- i. California Code of Regulations section 3527 requires all applicants and licensees to provide and update their business name.
- e. Mailing Address (Address of Record)

- i. California Code of Regulations section 3527 is proposed to be amended to simplify the address of record for applicants, licensees and registrants. Currently, an applicant's business address is their address of record, unless otherwise requested. However, if no business address is provided, the mailing address is the address of record. This has resulted in applicant and licensee confusion as to their address of record. It is important to clarify and simply this issue to help ensure that applicants, licensees and registrants are aware that the address they provide will be a public record and that this address is where all official communication from BREA will be sent. In an effort to simplify this issue, BREA proposes to amend California Code of Regulations section 3527 to ask for only one address, which will be the address of record.
- f. Business and Residence Telephone Number.
 - i. California Code of Regulations section 3527 requires applicants and licensees provide their business and residence telephone numbers.
- g. Email (Optional).
 - i. An email can be a beneficial tool to communicate to applicants and licensees. BREA emails applicants and licensees newsletters and other important information. Additionally, staff may be able to reach an individual through email when other methods are proving ineffective. However, this is an optional field that the applicant can leave blank.

5. Part B – Applicant Background Information

- g. Other Names.
 - i. This question captures if the applicant has used other names in the past. If so, it will be important for BREA to know the other names to ensure the background check is conducted.
- h. Pending criminal charges or judgments.
 - i. BREA's highest priority is consumer protection. BREA may deny a license to an applicant based on certain criminal or unprofessional conduct and requires this information to determine whether to issue the requested upgrade application.²¹ Furthermore, Business and Professions Code section 11318 requires an applicant with pending criminal issues furnish BREA a certified copy of the police or administrative agency's investigative report and certified copies of the court or administrative agency's docket, complaint or accusation, and judgment or other order.
- i. Convictions.
 - i. BREA also needs to be aware of criminal convictions for the same reasons as set forth above. However, the question is careful to exclude certain offenses that the

²¹ Cal. Code Regs., tit. 10, section 3721(a).

applicant is not legally obligated to report.²² In addition to the convictions that applicants are not required to not disclose, BREA has decided to not require disclosure of citations of less than \$500. This amount was selected because BREA has been unnecessarily burdened with reviewing simple traffic citations that result in several hundred dollar fines. However, citations over \$500 tend to be more serious and the Bureau wants to be aware of those violations. If the applicant has a criminal conviction to report, BREA has developed a spreadsheet to make it easier for the applicant to provide the required information related to the convictions. This information includes the court of the conviction, arresting agency, date of conviction and other information needed for BREA to evaluate whether to a license upgrade should be granted. Business and Professions Code section 11318 requires an applicant with convictions to furnish BREA a certified copy of the police or administrative agency's investigative report and certified copies of the court or administrative agency's docket, complaint or accusation, and judgment or other order.

- j. Other licenses and license discipline.
 - i. BREA wants to know if an applicant has another professional or vocational license to determine if their other license has been disciplined. If discipline has been imposed on other licenses, BREA needs to be aware of the discipline to determine whether their application should be granted or denied. If the applicant has other licenses, BREA created a spreadsheet for the applicant to easily provide the required information. This information includes the type of license, the state licensed, and if any action was taken against the license.

k. Conviction Details

i. As discussed above, BREA developed a spreadsheet for applicants to use if they have been convicted of a criminal offense. The spreadsheet clearly states what information BREA needs to evaluate the application.

1. License Details

- i. As discussed above, BREA developed a spreadsheet for applicants to use if they have another license. The spreadsheet clearly states what information BREA needs to evaluate the application.
- 6. Penalty of Perjury Statement. This section was included in the previous form, but has been shortened to remove unnecessary language. This statement is needed to ensure the applicant is being truthful on the application.
- 7. Instructions. The last page of the applications contains instructions, which provide applicants with explanations if they are confused about a question.

²² See Health and Welfare Code section 11361.5 and 11361.7(b).

Form 3025 Application for Reciprocal License

1. Logo, Governor, and Name Change to Bureau.

The top of the form includes the following information: the name of the current Governor, BREA's logo, and BREA's contact information. This information is being provided to verify that the applicant is using an authentic BREA form and to provide applicants with BREA's contact information. The top banner also includes the State of California seal, which is used on all BREA forms, and a box for BREA's use only for staff to process the document.

2. Title

The application is entitled "Application for Reciprocal License" as this is an application needed for those who have a license in another state and wish to receive a reciprocal license. BREA is continuing the use of the title "Application for Reciprocal License" to maintain continuity.

3. Opening Instructions.

Instructions are provided so the applicant has some basic information before they begin completing the form, including: an advisement to fill the form out clearly and in dark ink, how fees must be paid, that fees are non-refundable, that out-of-state licensees must complete an additional form and which form they need to use, a telephone number to call if the applicant has questions, the mailing address where the form must be sent, and a website where all fees can be located. This information is included at the beginning of the application because BREA has learned that this is the information most applicants need to know before completing the main parts of the application.

4. Part A – Applicant Information.

- a. Military Questions.
 - i. Business and Professions Code section 114.5 requires BREA to inquire whether the applicant is serving or has served in the military. If so, the application is expedited. In addition, Business and Professions code 115.5 requires BREA to expedite the licensure process for an applicant that is married, in a domestic partnership or other legal union with a person who is assigned to active military duty in the State. These questions must be asked to determine if the application should be expedited.
- b. Application Level.
 - i. There are three levels of licensure for reciprocity. This question asks the applicant which level the applicant is applying to receive.
- c. State of Issuance, License Number, License Expiration Date.

- i. The Bureau needs this information in order to verify the applicant has a valid license from another state that is eligible for the applicant to obtain a reciprocal license in California.
- d. Name, Gender, Height, Weight, Eye Color, Hair Color, Birthdate, Drivers License Number, Social Security/Taxpayer Identification Number.
 - i. These questions are asked to identify the applicant and remain unchanged from the previous Initial Application form except for the Taxpayer Identification Number. The Taxpayer Identification Number is being provided as an alternative to providing a social security number pursuant to Business and Professions Code section 30
 - ii. The date of birth is requested to verify the applicant's age pursuant to Business and Professions Code section 11340(e), which indicates that a license may not be issued to an individual under the age of 18.

e. Business Name.

i. California Code of Regulations section 3527 requires all applicants and licensees to provide and update their business name.

f. Mailing Address (Address of Record)

- i. California Code of Regulations section 3527 is proposed to be amended to simplify the address of record for applicants, licensees and registrants. Currently, an applicant's business address is their address of record, unless otherwise requested. However, if no business address is provided, the mailing address is the address of record. This has resulted in applicant and licensee confusion as to what their address of record is. It is important to clarify and simplify the issue to help ensure that applicants, licensees and registrants are aware that the address they provide will be a public record and that this is where all official communication from BREA will be sent. In an effort to simplify this issue, BREA proposes to amend California Code of Regulations section 3527 to ask for only one address, which will be the address of record.
- g. Business and Residence Telephone Number.
 - i. California Code of Regulations section 3527 requires applicants and licensees provide business and residence telephone numbers.

h. Email (Optional).

i. An email can be a beneficial tool to communicate to applicants and licensees. BREA emails applicants and licensees newsletters and other important information. Additionally, staff may be able to reach an individual through email when other methods are proving ineffective. However, this is an optional field that the applicant can leave blank.

i. Color Photo.

i. A color photo helps BREA identify the applicant. BREA does not propose any changes from the previous form regarding this question.

- j. Previously Submitted an Application.
 - i. This question allows BREA to easily determine if an applicant previously an application. If a previous application was submitted it will reviewed to ensure the applicant is being truthful and complete with their answers.
- k. Current or Former BREA Licensee.
 - i. It is important to know if the applicant was a licensee previously. This will allow BREA to access the previous licensing file and determine whether to issue a reciprocal license.

5. Part B – Applicant Background Information

- a. Other Names.
 - i. This question captures if the applicant has used other names in the past. If so, it will be important for BREA to know the other names to ensure the background check is conducted.
- b. Pending criminal charges or judgments.
 - i. BREA's highest priority is consumer protection. BREA may deny a license to an applicant based on certain criminal or unprofessional conduct and requires this information to determine whether to issue a reciprocal license. ²³ Furthermore, Business and Professions Code section 11318 requires an applicant with pending criminal issues furnish BREA a certified copy of the police or administrative agency's investigative report and certified copies of the court or administrative agency's docket, complaint or accusation, and judgment or other order.

c. Convictions.

i. BREA also needs to be aware of criminal convictions for the same reasons as set forth above. However, the question is careful to exclude certain offenses that the applicant is not legally obligated to report. In addition to the convictions that applicants are not required to disclose, BREA has decided to not require disclosure of citations of less than \$500. This amount was selected because BREA has been unnecessarily burdened with reviewing simple traffic citations that result in several hundred dollar fines. However, citations over \$500 tend to be more serious and the Bureau wants to be aware of those violations. If the applicant has a criminal conviction to report, BREA has developed a spreadsheet to make it easier for the applicant to provide the required information related to the convictions. This information includes the court of the conviction, arresting agency, date of conviction and other information needed for BREA to evaluate whether to a license should be granted. Business and Professions Code section 11318 requires an applicant with convictions to furnish BREA a certified copy of

²³ Cal. Code Regs., tit. 10, section 3721(a).

²⁴ See Health and Welfare Code section 11361.5 and 11361.7(b).

the police or administrative agency's investigative report and certified copies of the court or administrative agency's docket, complaint or accusation, and judgment or other order.

d. Other licenses and license discipline.

i. BREA wants to know if the applicant has another professional or vocational license to determine if their other license has been disciplined. If discipline has been imposed on other licenses held by the applicant, BREA needs to be informed of the discipline to determine if their application should be granted or denied. If the applicant has other licenses, BREA created a spreadsheet for the applicant to easily provide the required information. This information includes the type of license, the state licensed, and if any action was taken against the license.

e. Conviction Details

i. As discussed above, BREA developed a spreadsheet for applicants to use if they have been convicted of a criminal offense. The spreadsheet clearly states what information BREA needs to evaluate the application.

f. License Details

- i. As discussed above, BREA developed a spreadsheet for applicants to use if they have another license. The spreadsheet clearly states what information BREA needs to evaluate the application.
- 6. Background Check. This section remains unchanged from the previous form. It is included to inform the applicant that they are required to complete a background check and submit fingerprints as part of the application process.
- 7. Penalty of Perjury Statement. This section was included in the previous form, but has been shortened to remove unnecessary language. This statement is needed to ensure the applicant is being truthful on the application.
- 8. Instructions. The last page of the applications contains detailed instructions. This is to provide applicants with explanations if they are confused about a question.

Form 5002 Appraisal Management Company (AMC) Controlling Person Application

1. Logo, Governor, and Name Change to Bureau.

The top of the form includes the following information: the current Governor, BREA's logo, and BREA's contact information. This information is being provided to verify that the applicant is using an authentic BREA form and to provide applicants with BREA's contact information. The top banner also includes the State of California seal, which is used on all BREA forms, and a box for BREA's use only in order for BREA staff to process the document.

2. Title.

The application is entitled "Appraisal Management Company (AMC) Controlling Person Application" as this is the form asks several questions the Bureau needs to know before registering an AMC.

3. Opening Instructions.

Instructions are provided so the applicant has some basic information before they begin completing the form, which includes: an advisement to fill the form out clearly and in dark ink, how fees must be paid, that fees are non-refundable, that out-of-state licensees must complete an additional form and which form that is, , that all applications must include an original signature, a telephone number to call if the applicant has questions, the mailing address where the form must be sent, and a website where all fees can be located. This information is included at the beginning of the application because BREA has learned that this is the information most applicants need to know before completing the main parts of the application. The majority of the opening instructions are from the previous form.

4. Part I – Controlling Person Contact Information.

- a. Name, Position, Social Security/Taxpayer Identification Number, Date of Birth, Name of AMC.
 - i. These questions are asked to identify the applicant and the corresponding AMC. This and remain unchanged from the previous Initial Application form except for the Taxpayer Identification Number. The Taxpayer Identification Number is being requested as an alternative to providing a social security number pursuant to Business and Professions Code section 30.
- b. Mailing Address (Address of Record)
 - i. California Code of Regulations section 3527 is proposed to be amended to simplify the address of record for applicants, licensees and registrants. Currently, an applicant's business address is their address of record, unless otherwise requested. However, if no business address is provided, the mailing address is the address of record. This has resulted in applicant and licensee confusion as to their address of record. It is important to clarify and simplify this issue to help ensure that applicants, licensees and registrants are aware that the address they provide will be a public record and that all official communication from BREA will be sent to that. In an effort to simplify this issue, BREA proposes to amend California Code of Regulations section 3527 to ask for only one address, which will be the address of record.
- c. Residence Telephone Number.

i. California Code of Regulations section 3527 requires applicants and licensees to provide a residence telephone number.

d. Email (Optional).

i. An email can be a beneficial tool to communicate to applicants and licensees. BREA emails applicants and licensees newsletters and other important information. Additionally, staff may be able to reach an individual through email when other methods are proving ineffective. However, this is an optional field that the applicant can leave blank.

e. Previous Real Estate Appraiser License.

i. These questions allow BREA to determine if an applicant is or has ever been licensed as a real estate appraiser in this State or another state. If so, BREA can review the applicant's prior licensing file or request a certificate of license history from another state where the applicant is or has been licensed. If the applicant is currently licensed in another state as a real estate appraiser, the applicant is required to submit a certificate of license history or its equivalent from all other states where the applicant is licensed.

5. Part II – Applicant Background Information.

a. Background Check. All controlling persons not currently licensed with BREA must go through a background check. This language is included to inform the applicant that they are required to complete a background check and submit fingerprints as part of the application process.

b. Other Names.

i. This question captures if the applicant has used other names in the past. If so, it will be important for BREA to know the other names to ensure the background check is conducted.

c. Convictions.

i. BREA also needs to be aware of criminal convictions to determine if any controlling person has certain criminal or unprofessional conduct.²⁵ However, the question is careful to exclude certain offenses that the applicant is not legally obligated to report.²⁶ In addition to the convictions that applicants are not required to disclose, BREA has decided to not require disclosure of citations of less than \$500. This amount was selected because BREA has been unnecessarily burdened with reviewing simple traffic citations that result in several hundred dollar fines. However, citations over \$500 tend to be more serious and the Bureau wants to be aware of those violations. If the applicant has a criminal conviction to report, BREA has developed a spreadsheet to make it easier for the applicant to provide

²⁵ Cal. Code Regs., tit. 10, sections 3576, 3721(a).

²⁶ See Health and Welfare Code section 11361.5 and 11361.7(b).

the required information related to the convictions. This information includes the court of the conviction, arresting agency, date of conviction and other information needed for BREA to evaluate whether to a license should be granted.

d. Financial, Real Estate, or Fiduciary Limits.

This question remains unchanged from the previous application. It is included to learn if the applicant has been involved in any actions that resulted in limitations on their ability to deal with financial or real estate-related activity, or engage in fiduciary relationships. This is important to know because controlling persons have the ability to shape how the AMC does business. Individuals with a history or financial, real estate, or fiduciary issues must undergo further evaluation before they are approved as a controlling person.²⁷

e. Pending criminal charges or judgments.

BREA may deny the application if any controlling person has certain criminal or unprofessional conduct.²⁸ Therefore, BREA requires this information to determine whether to grant the application. In addition, any individual that acts as a controlling person in an AMC and who enters a plea of guilty, no contest, or is convicted of, a felony, or that has a license or certificate as an appraiser refused, denied, canceled or revoked in any other state, is required to report such facts to BREA.²⁹

Other licenses and license discipline.

BREA wants to know if an applicant has another professional or vocational license to determine if their other license has been disciplined. If discipline has been imposed on other licenses, BREA needs to be aware of the discipline to determine if their application should be granted. If the applicant has other licenses, BREA created a spreadsheet for the applicant to easily provide the required information. This information includes the type of license, the state licensed, and if any action was taken against the license.

g. Other Controlling Person Duties

i. This question seeks to obtain whether the individual is a controlling person of another AMC. If so, the Bureau can cross reference the AMCs to ensure the other AMCs have not been disciplined. If discipline has been imposed, the Bureau needs to evaluate what role and responsibility, if any, the applicant had in the AMC.

h. Conviction Details

As discussed above, BREA developed a spreadsheet for applicants to use if they have been convicted of a criminal offense. The spreadsheet clearly states what information BREA needs to evaluate the application.

²⁷ Cal. Code Regs., tit. 10, section 3576(b)
²⁸ Cal. Code Regs., tit. 10, sections 3576, 3721(a).

²⁹ Bus. & Prof. Code, section 11345.2(b); Cal. Code Regs, tit. 10, section 3576(c).

i. License Details

i. As discussed above, BREA developed a spreadsheet for applicants to use if they have another license. The spreadsheet clearly states what information BREA needs to evaluate the application.

6. Part III. Applicant Declaration.

This section was included in the previous form. The declaration is to provide, under penalty of perjury, the truth of the information provided in the application. The declaration also allows for service of process on the AMC's agent of service of process is also service on the applicant.

7. Instructions.

The last page of the application contains detailed instructions. This is to provide applicants with explanations if they are confused about a question.

Form 5011 AMC Change Notification and Miscellaneous Requests

1. Logo, Governor, and Name Change to Bureau.

The top of the form includes the following information: the name of the current Governor, BREA's logo, and BREA's contact information. This information is being provided to verify that the applicant is using an authentic BREA form and to provide BREA's contact information. The top banner also includes the State of California seal, which is used on all BREA forms, and a box for BREA's use only for staff to process the document.

2. Title.

The application is entitled "Appraisal Management Company (AMC) Change Notification and Miscellaneous Requests" as this is the form needed for AMCs to change their contact information and that of their controlling persons. BREA is continuing to use the title "Appraisal Management Company (AMC) Change Notification and Miscellaneous Request" to maintain continuity.

3. Opening Instructions.

The opening instructions begin with a notice that all changes must be approved and signed by the designated officer. This notice is to prevent a controlling person from attempting to change AMC information without the signature of the designated officer. The form has several bullet points of instruction. This is to provide the applicant with some basic information before they begin to read the form. This information includes advisement to fill the form out clearly and in dark ink,

how fees must be paid, that fees are non-refundable, out-of-state licensees must complete an additional form, a number to call if the applicant has questions, the mailing address where the form must be sent, and a website where all fees are located. This information is included at the beginning of the application because BREA has learned that this is the information most applicants need to know before reviewing the main parts of the application.

4. Part A – AMC Information.

- a. Name of AMC, Certificate Number, Mailing Address, Business Telephone, Fax, and Email Address.
 - i. This information is requested to validate the AMC that is currently on file.

5. Part B – Information to be Changed or Requested

- a. Type of Change or Request.
 - i. There are several different types of changes an AMC can complete with this form. The AMC needs to select the type of changes or request it is making with this form.
- b. Changes to AMC Information
 - i. The first possible type of change is to change the AMC information such as the mailing address. The applicant only needs to select the appropriate field that needs to be changed and then make that change.
- c. Change for Agent of Service of Process
 - i. This information only needs to be changed if it is an out-of-state AMC that changes their agent for service of process. If so, the applicant can fill in the information for their new or amended agent in this section.
- d. Controlling Person Change
 - i. Here the applicant can add or remove controlling persons, change a controlling person's information or change a designated person's information. There is a note included in this section to remind the AMC that any new controlling person must undergo a background check. If there is a new designated officer then that individual signs a new declaration stating who the agent of service of process is for the AMC.

6. Part C – Change and Request Declaration

- e. All changes must be approved by the designated officer on file with the Bureau. Therefore, this section must be completed by the designated officer to ensure the designated officer is aware and approves the change being requested with the form.
- 7. Instructions. The last page of the applications contains detailed instructions. This is to provide applicants with explanations if they are confused about a question.

Form 5013 AMC Controlling Person Renewal Application

1. Logo, Governor, and Name Change to Bureau.

The top of the form includes the following information: the name of the current Governor, BREA's logo, and BREA's contact information. This information is being provided to verify that the individual is using an authentic BREA form and to provide BREA's contact information. The top banner also includes the State of California seal, which is used on all BREA forms, and a box for BREA's use only for staff to process the application.

2. Title.

The application is entitled "Appraisal Management Company Controlling Person Renewal Application" as this is the application all controlling persons need to complete in order for the AMC to renew its registration.. This is a new form to allow the Bureau to be informed of any convictions, license discipline or other actions that may have occurred since the last renewal period that may disqualify the controlling person from serving as a controlling person.

3. Opening Instructions.

Instructions are provided so the applicant has some basics information before they begin completing the form. This information includes: an advisement to fill the form out clearly and in dark ink, a telephone number to call if the applicant has questions, the mailing address where the form must be sent, and advisements to answer truthfully, including potential consequences for failure to do so.

4. Questions

a. Other Names.

- i. This question captures if the applicant has used other names in the past. If so, it will be important for BREA to know the other names to ensure the background is conducted.
- b. Pending criminal charges or judgments.
 - i. BREA's highest priority is consumer protection. BREA needs to be aware of pending charges or judgments to determine if the applicant's license application should be granted or denied.

c. Convictions.

i. BREA also needs to be aware of criminal convictions for the same reasons as set forth above. However, the question is careful to exclude certain offenses that the

applicant is legally not obligated to report.³⁰ In addition to the convictions that applicants are not required to disclose, BREA has decided to not require disclosure of citations of less than \$500. This amount was selected because BREA has been unnecessarily burdened with reviewing simple traffic citations that result in several hundred dollar fines. However, fines over \$500 tend to be more serious and the Bureau wants to be aware of those violations. If the applicant has a criminal conviction to report, BREA has developed a spreadsheet to make it easier for the applicant to provide the required information related to the convictions. This information includes the court of the conviction, arresting agency, date of conviction and other information needed for BREA to evaluate whether to a license should be granted.

d. Other licenses and license discipline.

i. BREA wants to know if an applicant has another professional or vocational license to determine if their other license has been disciplined. If discipline has been imposed on other licenses, BREA needs to be informed of the discipline to determine if their initial application should be granted or denied. If the applicant has other licenses then BREA created a spreadsheet for the applicant to easily provide the required information. This information includes the type of license, the state licensed, and if any action was taken against the license.

e. Conviction Details

i. As discussed above, BREA developed a spreadsheet for applicants to use if they have been convicted of a criminal offense. The spreadsheet clearly states what information BREA needs to evaluate the application.

f. License Details

i. As discussed above, BREA developed a spreadsheet for applicants to use if they have another license. The spreadsheet clearly states what information BREA needs to evaluate the application.

Underlying Data

The Bureau did not rely on any underlying data.

Fiscal Impact Analysis in General

This proposal has no fiscal impact.

Economic Impact Analysis/Assessment

The Bureau has made the initial determination that the proposed regulatory action would have no statewide adverse economic impact directly affecting California.

³⁰ See Health and Welfare Code sections 11361.5 and 11361.7(b).

- Analysis of creation/elimination of jobs: There will be no creation or elimination of jobs. This is because the changes to the forms are primarily formatting updates, clarifying changes, and changes to authority and references. There are no new burdens placed upon licensees that would eliminate jobs. There may be a minor increase in licensees from the Bureau's acceptance of taxpayer identification numbers in lieu of social security numbers.
- Analysis of creation/elimination of businesses: There will be no creation or elimination of businesses. This is because the changes to the forms are primarily formatting updates, clarifying changes, and changes to authority and references. There are no new burden or benefits placed upon businesses that would create or eliminate businesses.
- Analysis of expansion of business: The proposed regulations are not expected to, directly or indirectly, lead to the expansion of new businesses within California.
- Benefits of the Regulation to the Health and Welfare of California Residents, Worker Safety, and the State's Environment: The proposed regulations do not affect worker safety or the state's environment because the proposal has nothing to do with worker safety or the environment.

Significant Adverse Economic Impact on Business

The proposed action will not have a significant adverse economic impact on business. This is because the changes to the forms are primarily formatting updates, clarifying changes, and changes to authority and references. There are no new burden or benefits placed upon businesses that would create or eliminate businesses.

Specific Technologies or Equipment

This regulation does not mandate the use of specific technologies or equipment.

Consideration of Alternatives

No reasonable alternative which was considered or that has otherwise been identified and brought to the attention of BREA would be either more effective in carrying out the purpose for which the action is proposed or would be as effective and less burdensome to the affected parties than the proposed regulation.

Proposed Text California Code of Regulations Title 10, Chapter 6.5

The text below represents existing language modified to show proposed changes. Proposed deletions are in strikethrough. Proposed additions are in underline.

§ 3527. Personal Information or Contact Change.

- (a) All applicants for and holders of a license, temporary practice permit or course provider approval permit shall submit written notice to BREA of any change to the following within 10 days on the Change Notification and Miscellaneous Requests Form REA 3011 (Rev.-5/8/00 1/1/16), which is herein incorporated by reference:
 - (1) Name;
 - (2) Residence telephone number;
 - (3) Business telephone number;
 - (4) Residence address:
 - (5) (4) Business name or address; or
 - (6) (5) Mailing address.
- (b) All holders of a Certificate of Registration, or a Controlling Person for an Appraisal Management Company shall submit written notice to BREA of any change to the following within 10 days on the Appraisal Management Company Change Notification and Miscellaneous Requests Form REA 5011 (New 09/01/10 Rev. 1/1/16), which is herein incorporated by reference:
 - (1) Name Change (addition or deletion of a Controlling Person);
 - (2) Residence telephone number;
 - (3) Business telephone number;
 - (4) Residence address;
 - (5) (4) Business name or address; or
 - (6) (5) Mailing address.

Any Form REA 5011 (New 09/01/10 Rev. 1/1/16) submitted to BREA must be signed by the Designated Officer of the Appraisal Management Company.

(c) The <u>mailing address</u> business name, address and telephone number shall be considered the applicant's, licensee's or Registrant's address and telephone number of record for all purposes unless otherwise requested in writing by the applicant, licensee or Registrant and. The address of record, business name and business telephone number shall be considered a matter of public record. If no business address is provided, the mailing address shall be the address of record. A physical address is required as the address of record (a P.O. Box, Rural Route, Star Route, or mail box rental service location is not allowed)

Note: Authority cited: Sections 11313, 11314 and 11340, Business and Professions Code. Reference: Sections 11340 and 11345.05, Business and Professions Code.

§ 3525. Temporary Practice Permit.

- (a) In lieu of obtaining a license, appraisers with currently valid unrestricted licenses issued by another state may be issued a Temporary Practice Permit to perform a single appraisal assignment.
- (b) A Temporary Practice Permit is not required if an appraiser from another state associates with an appraiser licensed in California and the work is limited to assisting in the preparation of an appraisal under the conditions specified in Business and Professions Code Section 11324.
- (c) The applicant shall have satisfied the requirements for a license in a state or territory where the licensing provisions comply with Title XI of FIRREA and where the Appraisal Subcommittee has not issued a finding that the policies, practices, or procedures of the state or territory are inconsistent with Title XI.
- (d) The license held shall be current and in good standing with the issuing state or territory.
- (e) A Temporary Practice Permit is required when any appraiser enters California to appraise or provide technical review services in a federally related transaction and the appraiser is not licensed in California.
- (f) Application for a Temporary Practice Permit shall be made on Request for Temporary Practice Permit Form REA 3009 (Rev. 3/16/10 1/1/16) which is herein incorporated by reference, or any federally-approved equivalent form to the Bureau at its principal office in Sacramento, together with the fees specified in Section 3582 and such information as may be requested by the Chief.
- (g) An appraisal assignment under such temporary practice shall be completed within one year after issuance of the Temporary Practice Permit, or within the period of time that the applicant holds a valid, current license in his or her issuing state, whichever is sooner. Should the applicant's license from the issuing state expire less than one year from the issuance date of the Temporary Practice Permit, the Bureau shall extend the term of the Temporary Practice Permit for up to one year from the initial date of issuance upon proof of renewal of the license from the applicant's issuing state. The term of the Temporary Practice Permit shall not be extended beyond one year from the initial date of issuance.

Note: Authority cited: Sections 11313, 11314, 11324, 11340, 11350 and 11352, Business and Professions Code. Reference: Sections 11350 and 11351, Business and Professions Code.

§ 3561. Application for Licensing.

- (a) Applications for licensing shall be valid for one year from date of receipt by the Bureau, during which time the applicant must qualify for admission to the examination. The one year period shall not be extended. If the applicant wishes to be considered for licensure after expiration of the one year period, he or she must reapply, including submission of all necessary documents and payment of all applicable fees in accordance with then existing requirements.
- (b) Applicants for licensing shall have an appropriate knowledge of the English language, including reading, writing and spelling, and of arithmetical computations common to real estate and appraisal practices.
- (c) Applicants for licensing must submit an Initial Application and applicable related forms REA 3001 (Rev. 6/1/09 1/1/16), 3002 (Rev. 3/16/10), 3003 (Rev. 3/16/10) and 3004, (Rev. 4/7/08) which are incorporated herein by reference.

Note: Authority cited: Sections 114.5, 115.5, 11313 and 11340, Business and Professions Code. Reference: Sections 10153, 30, 11340, 11343, 11344, 11401 and 11408, Business and Professions Code, and 11361.5 and 11361.7, Health and Safety Code.

§ 3569. Reciprocity.

- (a) An applicant for a reciprocal license shall hold a valid credential from a state that is in compliance with Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 as determined by the Appraisal Subcommittee. The credentialing requirements of the applicant's credentialing state (as the requirements exist at the time of application for reciprocal license) must meet or exceed those of BREA (as the requirements exist at the time of application for reciprocal credential).
- (b) Applicants for a reciprocal license shall complete and submit the following:
- (1) Application for Reciprocal License Form REA 3025 (Rev. 5/8/00 1/1/16) and form REA 3006 (Rev. 5/8/00); and
- (2) Evidence that the applicant holds a valid credential from another state;
- (c) A reciprocal licensee shall comply with all statutes and rules governing licensed appraisers in California.

Note: Authority cited: Sections <u>114.5</u>, <u>115.5</u>, 11313, 11314, 11340 and 11350, Business and Professions Code. Reference: Sections <u>30</u>, 11341 and 11350, Business and Professions Code, and 11361.5 and 11361.7, Health and Safety Code.

§ 3570. Time Limits for Processing Applications.

- (a) Within 90 days of receipt of the Initial Application, Forms REA 3001 (Rev. 6/1/09 1/1/16), 3002 (Rev. 3/16/10), 3003 (Rev. 3/16/10) and 3004, (Rev. 4/7/08), Upgrade Application, Form REA 3023 (Rev. 5/8/00 1/1/16), Renewal Application, Form REA 3012 (Rev. 5/8/00 1/1/16), Request for Temporary Permit, Form REA 3009 (Rev. 3/16/101/1/16), Course Provider Accreditation Form REA 3013 (Rev. 5/8/00), or Course Accreditation and Description Form REA 3014 (Rev. 5/8/00), the Bureau shall give written notice to the applicant that:
- (1) the application is complete; or
- (2) the application is deficient, describing what information is deficient and/or inadequate.
- (A) An application is deficient if the applicant has not completed and provided the Bureau with all of the items required by Article 4 of these regulations, or any other information requested by the Bureau to complete the application.
- (b) Within 90 days of receipt of a completed Request for Issuance, Form REA 3008 (Rev. 5/8/00), Application for Renewal, Form REA 3012, (Rev. 5/8/00 1/1/16) or Request for Temporary Practice Permit, Form REA 3009, (Rev. 3/16/101/1/16), Course Provider Accreditation Form REA 3013 (Rev. 5/8/00), or Course Accreditation and Description Form REA 3014 (Rev. 5/8/00), the Bureau shall issue or deny the requested license or accreditation provided that:
- (1) The applicant has provided all required information;
- (2) All required fees have been received by the Bureau; and
- (3) Results of applicable criminal records checks have been received from the Department of Justice and/or Federal Bureau of Investigation, and any background check has been completed.
- (c) The Bureau's completed review of an application for the two years immediately preceding this regulation has been approximately:
- (1) a minimum of 90 days.

- (2) a median of 120 days.
- (3) a maximum of 150 days.
- (d) A notice of deficiency pursuant to (a)(2) above shall include written notice of the following:
- (1) That the applicant shall have the right to request a hearing by the Chief on the grounds that:
- (A) The Bureau did not send the applicant a deficiency notice or a completed application notice within the time provided in (a) above; or
- (B) The Bureau did not issue the license or submit to the applicant a deficiency notice within the time provided in (b) above.
- (2) A request for hearing under this section shall be made to the Chief, in writing, clearly specifying the violations alleged, within 30 days from the date the notice of deficiency is mailed from the Bureau.
- (3) If the Chief determines that the Bureau exceeded the time limits without good cause, as defined in Section 15376 of the Government Code or exempted in Section 15377 of the Government Code, the applicant shall be reimbursed in full of any and all filing fees paid by the applicant and actually received by the Bureau.
- (e) The time necessary to complete an informal conference in accordance with Section 3729 of these regulations, and/or a hearing pursuant to Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code, shall be excluded in determining whether or not the Bureau has complied with the 90 day requirement of subsections (a) and (b) above.
- (f) Every adjudicatory hearing to determine whether an application should be granted shall be conducted in accordance with Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code.
- (g) In no event shall a failure to comply with the requirements of this Section constitute grounds in and of itself for the issuance of a license or approval of accreditation.

Note: Authority cited: Sections <u>114.5, 115.5,</u> 11313 and 11314, Business and Professions Code. Reference: Sections <u>30, Business and Professions Code and 11361.5 and 11361.7, Health and Safety Code.</u> <u>15376 and 15378, Government Code.</u>

§ 3575. Appraisal Management Company Certificate of Registration Application.

- (a) Applications for a Certificate of Registration shall be valid for one year from the date of receipt by the Bureau. The one-year period shall not be extended.
- (b) Applicants for a Certificate of Registration shall have an appropriate knowledge of the English language, including reading, writing and spelling, and of arithmetic computations common to real estate and appraisal practice.
- (c) Applicants for a Certificate of Registration must submit an Appraisal Management Company Certificate of Registration Application form, REA 5001 (Rev. 09/01/10), which is hereby incorporated by reference.
- (d) Applicants for a Certificate of Registration must also submit a separate application for each Controlling Person for the company. Each Controlling Person must complete an Appraisal Management Company Controlling Person Application form, REA 5002 (Rev. 09/01/10 1/1/16) which is hereby incorporated by reference.

(e) All applicants for a Certificate of Registration must submit the names of all Controlling Persons, including the name of the Designated Officer, as these terms are defined herein.

Note: Authority cited: Section 11314, Business and Professions Code. Reference: Sections 30, 11320.5, 11343 and 11345, Business and Professions Code, and 11361.5 and 11361.7, Health and Safety Code.

§ 3602. Change in the Status of License.

- (a) If a licensed appraiser wishes to change the status of his/her license to a higher classification, the appraiser must submit the following information to the Bureau:
 - (1) Completed Upgrade Application form REA 3023 (Rev. $\frac{5/8/00}{1/1/16}$) and forms REA 3001 (Rev. $\frac{6/1/09}{1/1/16}$), REA 3002 (Rev. $\frac{3/16/10}{10}$), REA 3003 (Rev. $\frac{3/16/10}{10}$) and REA 3004, (rev. $\frac{4}{7}/08$), as applicable (excluding the fingerprint card) pursuant to Section 3561;
 - (2) All applicable fees; and
 - (3) Education and/or experience documentation as necessary to qualify at the certified residential or certified general level.

Note: Authority cited: Sections <u>114.5</u>, <u>115.5</u>, 11313, 11314 and 11340, Business and Professions Code. Reference: Sections <u>30 and 11340</u>, Business and Professions Code, and <u>11361.5 and 11361.7</u>, Health and Safety Code.

§ 3603. Converting a Trainee License to a Full License or Higher Classification.

Trainee licensed appraisers wishing to convert to a residential license or higher classification must submit the following to the Bureau:

- (a) Upgrade Application form REA 3023 (Rev. $\frac{5}{8}/00$ $\frac{1}{1}/16$) and forms REA 3001 (Rev. $\frac{6}{1}/09$ $\frac{1}{1}/16$), REA 3002 (Rev. $\frac{3}{16}/10$), REA 3003 (Rev. $\frac{3}{16}/10$) and REA 3004, (Rev. $\frac{4}{7}/08$).
- (b) All applicable fees as required;
- (c) If the Trainee License was obtained based on education, documentation shall be submitted to verify completion of the required hours of experience in accordance with Section 3563.
- (d) Notwithstanding subsections (1) and (3), the applicant shall submit such documentation as the Bureau deems necessary to determine whether or not the holder of the trainee license meets the minimum requirements for the license level to which he or she wishes to convert.

Note: Authority cited: Sections <u>114.5</u>, <u>115.5</u>, 11313, 11314 and 11340, Business and Professions Code. Reference: Sections <u>30 and 11340</u>, Business and Professions Code, <u>and 11361.5 and 11361.7</u>, Health and Safety Code.

§ 3681. Renewal Application.

- (a) A license may be renewed by submitting the following to the Bureau:
 - (1) Appropriate fees including state and federal registry fees pursuant to Section 3582;
 - (2) Every other renewal period, proof of completion of approved continuing education by one of the following:
 - (A) Official transcript;

- (B) Report card; or
- (C) Completion certificates.
- (3) Every renewal period, proof of completion of the 7-hour National USPAP Update Course;
- (4) Form REA 3012 (Rev. $\frac{5/8/00}{1/1/16}$) Renewal Application which is herein incorporated by reference.
- (b) The renewed license shall be valid for a maximum of two years from the date of expiration of the prior license, provided the Renewal Application is received by the Bureau before midnight of the last day of the period for which the previous license was issued, accompanied by the applicable renewal fees and evidence of good faith compliance with the provisions of this Article.
- (c) Complete applications for renewal of licenses should be submitted to the Bureau at least 90 days prior to the license expiration date. However, applications for renewal shall not be accepted by the Bureau more than 180 days prior to the expiration of the existing license.
- (d) A Certificate of Registration may be renewed by submitting the following to the Bureau:
 - (1) Appropriate fees including state and federal registry fees pursuant to section 3582;
 - (2) Every renewal period, a designated Controlling Person with the authority to enter into contractual relationships with independent appraisers or who is involved in the appraiser selection approval process must submit proof of completion of the 7-hour National USPAP Update Course, approved by the Appraiser Qualifications Board of the Appraisal Foundation; and
 - (3) Appraisal Management Company Renewal Application Form REA 5012 (New 09/01/10 Rev. 1/1/16) which is herein incorporated by reference.
 - (4) Appraisal Management Company Controlling Person Application Form 5013 (Rev. 1/1/16), which is herein incorporated by reference, for each controlling person.
- (e) The renewed Certificate of Registration shall be valid for a maximum of two years from the date of expiration of the prior registration, provided the Renewal Application is received by the Bureau before 5 p.m. Pacific Standard Time of the last day of the period for which the previous Certificate of Registration was issued, accompanied by the applicable renewal fees.
- (f) Complete applications for renewal of Certificate of Registration should be submitted to the Bureau at least 90 days prior to the Certificate of Registration expiration date. However, application for renewal shall not be accepted by the Bureau more than 180 days prior to the expiration of the existing Certificate of Registration.

Note: Authority cited: Sections <u>114.5</u>, <u>115.5</u>, 11313, 11314, 11340, 11341, 11360 and 11361, Business and Professions Code. Reference: Sections <u>30</u>, 11340, 11341, <u>11343</u>, 11345.1, <u>11345.2</u>, 11345.3, 11360 and 11361, Business and Professions Code, and <u>11361.5</u> and <u>11361.7</u>, Health and Safety Code.



BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY GOVERNOR EDMUND G. BROWN JR.

BUREAU OF REAL ESTATE APPRAISERS 1102 Q Street, Suite 4100, Sacramento, CA 95811 P 916.552,9000 F 916.552,9007 | www.brea.ca.gov



LICENSE UPGRADE APPLICATION

- Type or print clearly in blue or black ink and provide an original signature, All fees paid must be paid by pre-printed personal check, company check, cashier's check, certified check, money order, or credit card (see form REA 2030 to pay by credit card). By statute, all fees submitted are deemed earned upon receipt, All out-of-state addresses require a completed and notarized Consent to Service of Process (REA 3006), Places of the third (see form to be trained to be consented to the consent to Service of Process (REA 3006).

- Please refer to http://www.brea.ca.gov/html/LicensingFees.html for current license application fees.
- Examination fees are paid directly to the examination test center at the time of the examination,
- If you have any questions, please write to the address listed or call (916) 552-9000.
 - Mail completed application, fee and qualifying documentation to: BUREAU OF REAL ESTATE APPRAISERS

1102 Q Street, Suite 4100 Sacramento, CA 95811

	PART A - APPLICA	NT INFOR	RMATION	
Check this box if you are currently serving o Check this box if you are married to, or are i active duty in California (Please submit proo				
1. Level Upgrading To				
Residential License	☐ Certified R	esidential		Certified General
2. Name As It Appears On Current L	icense			
Last	Fi	st		Middle
3. Current License Number				
License Number		Expiration Date		
4. Social Security / Taxpayer ID Nur	nber	5. Date of B	irth	
6. Business Name		Visit of Street		
7. Mailing Address (Address of Reco	ord)			☐ Check if Change
City		County	State	Zip Code
8. Business Telephone Number		9. Residence	e Telephone Number	
10. Email Address (optional)				

								1 1 1 1 1 1	
1.	Have you ever us	ed or been known by	any name oth	er than, or in addit	ion to, the name	listed on Part A	of this application	?	
		Yes, explain							
2.	jury verdict? If ye and a certified co	al charges pending aga es, please specify the co py of the complaint ar Yes, explain	ourt in which ad docket.	is time, or are you on the matter is pending	currently awaitin	g judgment and s nber and charges,	entencing followi and submit a copy	ng entry o y of the po	f a plea or llice report
3.	territories, or a for required to report (c), (d), (e) or sec dismissed pursual complete "Conviction police report	ght years, have you be breign country? This in t convictions that were tion 11360(b) which a ant to sections, 1203.4, ction Details" section be and certified copies of Yes, complete "Co	icludes every e adjudicated re two years o 1203.4a, or 1 pelow. In add the complain	citation, infraction in the juvenile cou old, or traffic infrace 203.41 of the Califo ition to completing and judgement o	, misdemeanor a rt, convictions un tions resulting ir ornia Penal Code 3 the "Conviction	nd/or felony, incl nder California H n a fine of \$500 or e or equivalent no	uding traffic violat lealth and Safety C less. Convictions n-California law r	tions. You Code section that were nust be dis	are not ons 11357(b), later sclosed. If yes,
4.	held, the license	hold a professional or number and the issuin Yes, explain	g agency.						
5.	in any way in this below, you must a administrative ag	d a professional or voo state or any other stat submit a certified copy ency's docket, compla Yes, complete "Lic	e? If yes, com of the police int, or accusar	plete "License Deta report or administ tion and judgment	ails" section belo trative agency's ir	w. In addition to	completing the "Li	icense Det	ails" section
E H				CONVICTIO				39. 3	
an At	explanation for the m tachments for addition ODE SECTION VIOLAT	ch violation and provide e issing information. If the c nal information should spe ED (i.e., 1014, 484, ETC) EHICLE CODE, PENAL COD	onviction status ecify which lines	has been subsequentl	y changed or reduce ACH ADDITION *** DISPOSITION **** DISMISSED	ed, note that fact in the ALSHEET MUST I N (i.e., PROBATION, PA (pursuant to sections, 120	ne area provided for a BE SIGNED BY THI ROLE, FINE, PENDINC 03.4, 1203.4a, or 1203.41 c	idditional in E APPLICA G, ETC.)	NT.
	urt of Conviction ame and Address)	Arresting Agency (Name and Address)	Date of Conviction	Type of Conviction	* Code Section Violated	** Code Violated	*** Disposition	Case Number	****Dismissed
	cample: Sacramento nty, 456 Main St., Sac	Sacramento City Police 123 Main St., Sac	02/20/12	☐ Felony ☐ Other ☐ Misdemeanor	23152	Vehicle Code	6 months probation and \$200 fine	1234	☐ Yes ☑ No
1.	10,120,11111111111111111111111111111111	2.20 1.3333.033 0.33		☐ Felony ☐ Other ☐ Misdemeanor					☐ Yes ☐ No
,				☐ Felony ☐ Other ☐ Misdemeanor					☐ Yes ☐ No
3				☐ Felony ☐ Other ☐ Misdemeanor					☐ Yes ☐ No
ADI	DITIONAL INFORMAT	TION: SPECIFY WHICH LIN	ES YOU ARE REF		EXTRA SHEETS IF M	ORE ROOM IS NEEDE	ED. EACH ADDITION	AL SHEET M	UST BE SIGNED.
L									
100	1000000	SUPPLIES (LICENSE	DETAILS		1153		
Type of	License	License ID No.			License Expiration Date		State		
Action	(revoked, etc.)	Date of Action			Date Action Terminated		Code Section Viol	lated	
-	ADDITIONAL INFORM	ATION: ATTACH EXTRA SHEET	'S IF MORE ROOM	IS NEEDED, EACH ADDITI	ONAL SHEET MUST BE	SIGNED AND DATED.			
answ	ered each question	of perjury that the for a fully and truthfully a se and may subject mo	and without a	any purpose of eva	sion. I understa	nd that providing	nents, is true and false information	l correct a	and that I have ds for denial or
Sign	ature	-	- 10				Date		

REA 3023 (Rev 01/01/2017) page 2 of 3

PART B - APPLICANT BACKGROUND INFORMATION

PART A

- LEVEL OF UPGRADE APPLICATION Mark the box for the level for which you wish to apply for upgrade. Mark one box only. Include the appropriate fee. Please refer to http://www.brea.ca.gov/html/LicensingFees.html for current license application fees.
- 2. CURRENT LICENSE NUMBER Your License Number.
- 3. NAME Your name as it appears on your license.
- 4. SOCIAL SECURITY / TAXPAYER I.D. NUMBER- Enter your social security or individual taxpayer identification number. BREA cannot issue a license without a Social Security or Individual Taxpayer Identification Number.
- 5. BIRTHDATE Your date of birth. (mm/dd/yyyy)
- 6. BUSINESS NAME AND ADDRESS OF RECORD The name of your business or employer name.
 The information required is a matter of public record.
- 7. MAILING ADDRESS Your address of record.

 The information required is a matter of public record.
- 8. BUSINESS TELEPHONE NUMBER Your business telephone number.

 The information required is a matter of public record.
- RESIDENCE TELEPHONE NUMBER Your hometelephone number.
- 10. EMAIL ADDRESS Your email address. (optional)

PART B

1 - 5. BACKGROUND QUESTIONS - Answer all of these questions and attach any required additional information to this application.

SIGNATURE OF APPLICANT - Original signature and date required.

= FEES

For a list of current fees, go to http://www.orea.ca.gov/html/LicensingFees.html

Privacy Information

Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. *Each individual has the right to review personal information maintained by this Agency, unless access is exempted by law.*

Bureau of Real Estate Appraisers Custodian of Records 1102 Q Street, Suite 4100 Sacramento, CA 95811 Telephone: (916) 552-9000

General powers of the Chief, Sections 11310 and 11313 of the Business and Professions Code authorizes the maintenance of this information. Business and Professions Code Section 30, Chapter 1361, Section 1, requires each real estate appraiser licensee to initially provide to the Bureau of Real Estate Appraisers his or her social security number or individual taxpayer identification number which will be furnished to the Franchise Tax Board. Your social security number or individual taxpayer identification number shall not be deemed a public record and shall not be open to the public for inspection. The Franchise Tax Board will use your number to establish identification exclusively for tax purposes. The Real Estate Appraisers Law or Regulations of the Chief require applicants to provide the Bureau of Real Estate Appraisers with specific information. If all or any part of the required information is not provided, processing may be delayed. In addition, the Chief may suspend or revoke a license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license. The information requested in this form is primarily used to furnish license status information to the Bureau of Real Estate Appraisers, and to answer inquiries and give information to the public on license status, mailing addresses and actions taken to deny, revoke, restrict or suspend licenses for cause. This information may be transferred to real estate appraisal licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, F.B.I.), and any other regulatory agencies (i.e., Department of Business Oversight, Department of Insurance, Bureau of Real Estate, Department of Consumer Affairs, California Bar Association, Appraisal Subcommittee, California Community Colleges Chanellor's Office).



BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY GOVERNOR EDMUND G. BROWN JR.

BUREAU OF REAL ESTATE APPRAISERS 1102 Q Street, Suite 4100, Sacramento, CA 95811 P 916.552.9000 F 916.552.9007 | www.brea.ca.gov



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LICENSE RENEWAL APPLICATION

- Type or print clearly in blue or black ink and provide an original signature.
- All fees paid must be paid by pre-printed personal check, company check, cashier's check, certified check, money order, or credit card (see form REA 2030 to pay by credit card).
- By statute, all fees submitted are deemed earned upon receipt.
- All out-of-state addresses require a completed and notarized Consent to Service of Process (REA 3006).
- Please refer to http://www.brea.ca.gov/html/LicensingFees.html for current license application fees.
- If you have any questions, please write to the address listed or call (916) 552-9000.
- Mail completed application, fee and qualifying documentation to:
 BUREAU OF REAL ESTATE APPRAISERS

1102 Q Street, Suite 4100 Sacramento, CA 95811

PART A - APPLICA	NT IN	FORMATIC	N			
Check this box if you are currently serving or have ever served in the Uni Check this box if you are married to, or are in a domestic partnership or active duty in California (Please submit proof of marriage, domestic partnership or the control of the control o						
1. Application Level						
☐ Trainee License \$335 ☐ Residential License \$415 Late Fee	e = an add	Certified Resider	ntial \$465	☐ Ce	ertified General	\$465
2. Current License			The same	16 10	// ₁₁ (2%)	7,1
License Number		Expiration Date				
3. Name as it Appears on Current License		TYN N'E	11 71 2 7 11		rije ir w	14, 8
Last		First			Middle	E
4. Social Security / Taxpayer ID Number	-11	5. Birth Date				
6. Business Name					Check if Ch	ange
				- J		
7. Mailing Address (Address of Record) Address					Check if Ch	ange
Aulitss						
City	County		State	Zip Code		
8. Business Telephone Number	9. Res	idence Telepho	ne Number			
10. Email Address (optional)	1111	Yall per le	V2 W E		Check if Ch	ange

PART B - APPLICANT BACKGROUND INFORMATION

1.	_ ′	r been known by an Yes, explain _	y name otner tr	ian, or in addition t	o, the name fiste	u on Part A or in	is application:		
2.	jury verdict? If ye and a certified co	al charges pending a es, please specify the opy of the complaint Yes, explain	court in which and docket.	nis time, or are you the matter is pend	currently awaiting, the case num	ng judgment and s nber and charges,	sentencing following and submit a copy	ng entry o	f a plea or llice report
3.	territories, or a for required to report (c), (d), (e) or sec dismissed pursual complete "Convi- the police report	ight years, have you preign country? This et convictions that we ction 11360(b) which and to sections, 1203 ction Details" section and certified copies Yes, complete "6"	s includes every rere adjudicated h are two years .4, 1203.4a, or 1 n below. In add of the complain	citation, infraction in the juvenile cou old, or traffic infraction 203.41 of the Califolition to completing and judgement o	a, misdemeanor a ort, convictions u ctions resulting in ornia Penal Code g the "Conviction	ind/or felony, incl nder California H n a fine of \$500 or e or equivalent no	uding traffic violat Iealth and Safety C · less. Convictions on-California law n	ions. You ode section that were nust be di	are not ons 11357(b), later sclosed. If yes,
4.	held, the license	hold a professional number and the issu Yes, explain	iing agency.	icense issued by any	y governmental a	gency other than	BREA? If yes, plea	se identif	y the license
5.	surrendered or d to completing the report and certifi	ight years, have you isciplined in any wa e "License Details" sed copies of the cou Yes, complete "I	y in this state or ection below, yo rt or administr	r any other state oth ou must submit a co ative agency's docko	ner than BREA? I ertified copy of tl	If yes, complete "I ne police report o	License Details" sed r administrative ag	ction belo gency's inv	w. In addition
ш	120			CONVICTIO	ON DETAILS				
A * (n explanation for the m ttachments for addition CODE SECTION VIOLAT	ich violation and provid dissing information. If th nal information should 'ED (i.e., 1014, 484, ETC) 'EHICLE CODE, PENAL C	ne conviction statu specify which line	s has been subsequentl s you are referring to. E	y changed or reduce ACH ADDITION *** DISPOSITIO **** DISMISSED	ed, note that fact in the AL SHEET MUST I N (i.e., PROBATION, PA (pursuant to sections, 12)	he area provided for a BE SIGNED BY THE AROLE, FINE, PENDING 03.4, 1203.4a, or 1203.41 o	dditional in APPLICA , ETC,)	NT.
	ourt of Conviction lame and Address)	Arresting Agency (Name and Addres		Type of Conviction	* Code Section Violated	** Code Violated	*** Disposition	Case Number	****Dismissed
	xample: Sacramento inty, 456 Main St., Sac	Sacramento City Poli 123 Main St., Sac		☐ Felony ☐ Other ☐ Misdemeanor	23152	Vehicle Code	6 months probation and \$200 fine	1234	☐ Yes ☒ No
_	my, 400 Main St., She	125 Marin Str. Cac		☐ Felony ☐ Other ☐ Misdemeanor					☐ Yes ☐ No
				☐ Felony ☐ Other ☐ Misdemeanor					☐ Yes ☐ No
				☐ Felony ☐ Other					☐ Yes ☐ No
AD	DITIONAL INFORMAT	TION: SPECIFY WHICH I	INES YOU ARE RE	☐ Misdemeanor FERRING TO, ATTACH I	L EXTRA SHEETS IF M	ORE ROOM IS NEEDE	ED. EACH ADDITIONA	AL SHEET M	UST BE SIGNED.
=				Licevier	INDITALL C				
lype	of License	License ID	No.	LICENSE	DETAILS License Expiration Date		State		
Actio	n (revoked, etc.)	Date of Ac	tion		Date Action Terminated		Code Section Viola	ited	
_	ADDITIONAL INFORM	ATION: ATTACH EXTRA SH	EETS IF MORE ROOM	IS NEEDED, EACH ADDITI	ONAL SHEET MUST BE	SIGNED AND DATED.			
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nsv	wered each questio	of perjury that the fully and truthful nse and may subject	ly and without	any purpose of eva	asion. I understa	nd that providing	ments is true and g false information	correct a	and that I have ds for denial or
io	nature								
_	. 3012 (Rev 01/01/20	.=					Date		

PART A

- 1. **APPLICATION LEVEL** Mark the box for the license type you are renewing.
- CURRENT LICENSE NUMBER Your License Number and expiration date.
- 3. NAME Your name as it appears on your license.
- SOCIAL SECURITY NUMBER / TAXPAYER
 IDENTIFICATION NUMBER Enter your social security or
 individual taxpayer identification number. BREA cannot issue a license
 without a Social Security or Individual Taxpayer Identification Number.
- 5. BIRTHDATE Your date of birth. (mm/dd/yyyy)
- 6. BUSINESS NAME The name of your business or employer name.

 The information required is a matter of public record.
- 7. MAILING ADDRESS Your address of record.

 The information required is a matter of public record.
- 8. BUSINESS TELEPHONE NUMBER Your business telephone number. The information required is a matter of public record.
- RESIDENCE TELEPHONE NUMBER Your home telephone number.
- 10. EMAIL ADDRESS Your email address.

PART B

1 - 5. BACKGROUND QUESTIONS - Answer all of these questions and attach any required additional information to this application.

SIGNATURE OF APPLICANT - Original signature and date required.

Privacy Information

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BUREAU OF REAL ESTATE APPRAISERS 1102 Q Street, Suite 4100, Sacramento, CA 95811 P 916.552.9000 F 916.552.9007 | www.brea.ca.gov



BREA USE ONLY	BREA	USE	ONLY	
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INITIAL LICENSE APPLICATION

Type or print clearly in blue or black ink and provide an original signature,
All fees paid must be paid by pre-printed personal check, company check, cashier's check, certified check, money order, or credit card (see form REA 2030 to pay by credit card).
By statute, all fees submitted are deemed earned upon receipt.
All out-of-state addresses require a completed and notarized Consent to Service of Process (REA 3006).
Examination fees are paid directly to the examination test center at the time of the examination

Please refer to http://www.brea.ca.gov/html/LicensingFees.html for current license application fees.

If you have any questions, please write to the address listed or call (916) 552-9000.

Mail completed application, fee and qualifying documentation to:

BUREAU OF REAL ESTATE APPRAISERS

1102 Q Street, Suite 4100

Sacramento, CA 95811

	PAR	T A - APPLICA	NT INFORM	ATION	<u> </u>	
						current or former military service). the United States military assigned to member of the military).
1. Application Level (mark	only one box)		31 1 62		ET VIE	
☐ Trainee License	Residential	License	☐ Certified	Resident	ial	☐ Certified General
2. Name		Fi	rst			Middle
3. Gender Male Female	4. Height	5. Weight	6. Eye Co	or	7. Hair Color	8. Birthdate
9. Driver's License Number State	10. Social Secur	ity / Taxpayer ID No	umber	11. Add	litional Social S	Security / Taxpayer ID Numbers
12. Business Name 13. Mailing Address (Address Address	ess of Record)		n, : = 1			
City			County	S	State	Zip Code
14. Business Telephone Nur	mber		15. Residence	Telepho	ne Number	
16. Email Address (options	J)				17.	Color Photo
Have you previously held a Cali					1. 2.	IMPORTANT SIGN (on the back) of the 2" x 2" color photo of passport quality. Staple one HERE.

115		100	PART	B - APPL	ICANT BACK	GROUND IN	VFORMATIO	N	8 .41	
1.	Have you ever us					ion to, the name	listed on Part A	of this application	?	
2	☐ No ☐ Are there crimina				:. *:	avenuently avenitie	a judament and s	antoncina followi	ag ontru o	faples or
2.	jury verdict? If ye and a certified co	es, please spe py of the cor	cify the co nplaint an	ourt in which id docket.	the matter is pend	ing, the case nun	nber and charges,	and submit a copy	of the po	lice report
3.	convictions that v section 11360(b) sections, 1203.4, Details" section b certified copies o	This include were adjudicate which are two 1203.4a, or 1 below. In add of the complaint Yes, com	s every cit ated in the vo years ol 203.41 of lition to co int and jud aplete "Con	ation, infract e juvenile cou d, or traffic ir the California completing the dgment or the nviction Deta	ion, misdemeanor rt, convictions und nfractions resulting a Penal Code or eq "Conviction Deta e order. ils" below.	and/or felony, in ler California He g in a fine of \$500 uivalent non-Ca ils" section belov	cluding traffic vio ealth and Safety Co or less. Conviction lifornia law must v, you must submi	lations. You are no ode sections 11357 ons that were later be disclosed. If yes it a certified copy o	ot required (b), (c), (dismissed (c), complet (c) of the poli	d to report d), (e) or l pursuant to e "Conviction ce report and
4.	held, the license		the issuing	g agency.	cense issued by any	governmental a	gency other than	BREA? If yes, plea	se identif	y the license
5.	in any way in this below, you must s administrative ag	s state or any submit a cert ency's docke	other stat ified copy t, complai	e? If yes, com of the police	e, certificate or reg plete "License Det report or adminis tion and judgment below.	ails" section belo trative agency's i	w. In addition to o	completing the "Li	cense Det	ails" section
						ON DETAILS				100 11 -16-11
an Att	implete one line for ea explanation for the m tachments for addition ODE SECTION VIOLAT CODE VIOLATED (i.e., V	issing informa nal informatior ED (i.e., 1014, 484	tion. If the c n should spe 1, ETC)	onviction status cify which lines	has been subsequent	ly changed or reduc EACH ADDITION *** DISPOSITIO	ed, note that fact in U AL SHEET MUST F N (i.e., PROBATION, PA	ne area provided for a	dditional in APPLICA , ETC.)	formation. NT
Co	urt of Conviction ame and Address)	Arresting (Name and	Agency (Address)	Date of Conviction	Type of Conviction	* Code Section Violated	** Code Violated	*** Disposition	Case Number	****Dismissed
Ex	cample: Sacramento hty. 456 Main St., Sac	Sacramento 123 Main		02/20/12	☐ Felony ☐ Other ☐ Misdemeanor	23152	Vehicle Code	6 months probation and \$200 fine	1234	☐ Yes ☒ No
1.					☐ Felony ☐ Other ☐ Misdemeanor			Source 500-00 1000 1000 1000 1000 1000 1000 10		☐ Yes ☐ No
2.					☐ Felony ☐ Other ☐ Misdemeanor					☐ Yes ☐ No
3.					☐ Felony ☐ Other ☐ Misdemeanor					☐ Yes ☐ No
ADI	DITIONAL INFORMAT	ION: SPECIFY V	WHICH LINI	ES YOU ARE REF	ERRING TO ATTACH	EXTRA SHEETS IF M	ORE ROOM IS NEEDE	D. EACH ADDITIONA	L SHEET M	UST BE SIGNED.
						D D T 1 1 1 1				
Type of	License		License ID No.		LICENSE	Lucense Expiration Date		State		
Action	(revoked, etc.)		Date of Action			Date Action Terminaled		Code Section Viola	sted	
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BA	at any participatir	ornia requir ng LiveScan l	ocation us	ing form <i>BCI</i>	bmit for a backgro I 8016. For a list of https://oag.ca.gov/ s taken on two FD	LiveScan fingerp fingerprints/loca	rinting locations, j tions	please visit:		
answ	tify under penalty ered each question eation of any licens	n fully and ti	ruthfully a	ınd without a	ny purpose of eva	sion. I understa	nd that providing	nents, is true and false information	correct a	and that I have
	ature							Date		

PART A

 APPLICATION LEVEL - Mark the box for the level for which you wish to apply. Mark one box only. Include the appropraite fee. Please refer to http://www.brea.ca.gov/html/LicensingFees.html for current license application fees.

Trainee License - Requires a Basic Education Attachment (REA 3002) and documentation supporting 150 hours of education not over 5 years old and completion of Supervisor/Trainee Appraisers course.

Residential License - Requires a Basic Education Attachment (REA 3002), documentation supporting 150 hours of education and 30 semester credits or an Associate's or higher degree. In addition, an Experience Log (REA 3004) supporting 2000 hours and 12 months appraisal experience are required.

Certified Residential - Requires a Basic Education Attachment (REA 3002), documentation supporting 200 hours of education, and proof of a Bachelor's degree or higher. In addition, an Experience Log (REA 3004) supporting 2500 hours and 2 years and 6 months appraisal experience are required.

Certified General - Requires a Basic Education Attachment (REA 3002) and documentation supporting 300 hours of education and proof of a Bachelor's degree or higher. In addition, an Experience Log (REA 3004) supporting 3000 hours and 2 years and 6 months appraisal experience (of which 1500 must be non-residential experience) are required.

NOTE: Education for all levels must include a 15 hour Uniform Standards of Professional Appraisal Practice (USPAP) course.

- 2. NAME Your name.
- 3. **GENDER** Mark the appropriate box.
- 4. HEIGHT Your height in feet and inches. Example: 5' 8"
- 5. WEIGHT Your weight in pounds. Example: 150 lbs.
- 5. EYE COLOR Do not abbreviate.
- HAIR COLOR Do not abbreviate.
- 8. BIRTHDATE Your date of birth. (mm/dd/yyyy)
- DRIVER'S LICENSE NUMBER Your driver's license number, including the issuing state.
- 10. SOCIAL SECURITY / TAXPAYER IDENTIFICATION NUMBER Enter your social security or individual taxpayer identification number. BREA cannot issue a license without a Social Security or Individual Taxpayer Identification Number.
- 11. ADDITIONAL SOCIAL SECURITY or TAXPAYER IDENTIFICATION NUMBERS - All additional social security numbers or individual taxpayer identification numbers issued for any reason.
- 12. BUSINESS NAME The name of your business or employer name. The information required is a matter of public record.
- MAILING ADDRESS Your address of record.
 The information required is a matter of public record.
- 14. BUSINESS TELEPHONE NUMBER Your business telephone number. The information required is a matter of public record.
- 15. RESIDENCE TELEPHONE NUMBER Your home telephone number.
- **16. EMAIL ADDRESS** Your email address. (optional)
- 17. COLOR PHOTO One color 2" x 2" photo of passport quality, of your head and shoulders only, is required. The photo must have been taken within the last 60 days. Sign and date (in ink) on the back of the photo. Staple on the space provided.

PART B

1 - 5. BACKGROUND QUESTIONS - Answer all of these questions and attach any required additional information to this application.

BACKGROUND CHECK - California resident applicants must have fingerprints taken at any participating LiveScan location using form *BCII* 8016. Non-California residents must have fingerprints taken on two *FD-258 (Rev. 9-9-13)* cards and submitted with this application.

SIGNATURE OF APPLICANT - Original signature and date required.

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BUSINESS CONSUMER SERVICES AND HOUSING AGENCY GOVERNOR EDMUND G. BROWN JR.

BUREAU OF REAL ESTATE APPRAISERS 1102 Q Street, Suite 4100, Sacramento, CA 95811 P 916.552.9000 F 916.552.9007 | www.brea.ca.gov



BREA USE ONLY

REQUEST FOR TEMPORARY PRACTICE PERMIT

- Type or print clearly in blue or black ink and provide an original signature. All fees paid must be paid by pre-printed personal check, company check, cashier's check, certified check, money order, or credit card (see form REA 2030 to pay by credit card).
- By statute, all fees submitted are deemed earned upon receipt.
- $All \, out-of-state \, addresses \, require \, a \, completed \, and \, notarized \, Consent \, to \, Service \, of \, Process \, (REA \, 3006), \, and \, consent \, to \, Service \, of \, Process \, (REA \, 3006), \, and \, consent \, to \, Service \, of \, Process \, (REA \, 3006), \, and \, consent \, to \, Service \, of \, Process \, (REA \, 3006), \, and \, consent \, to \, Service \, of \, Process \, (REA \, 3006), \, and \, consent \, to \, Service \, of \, Process \, (REA \, 3006), \, and \, consent \, to \, Service \, of \, Process \, (REA \, 3006), \, and \, consent \, to \, Service \, of \, Process \, (REA \, 3006), \, and \, consent \, to \, Service \, of \, Process \, (REA \, 3006), \, and \, consent \, to \, Service \, of \, Process \, (REA \, 3006), \, and \, consent \, to \, Service \, of \, Process \, (REA \, 3006), \, and \, consent \, to \, Service \, of \, Process \, (REA \, 3006), \, and \, consent \, to \, Service \, of \, Process \, (REA \, 3006), \, and \, consent \, c$
- Please refer to http://www.brea.ca.gov/html/LicensingFees.html for current license application fees.
- If you have any questions, please write to the address listed or call (916) 552-9000, Mail completed application, fee and qualifying documentation to:

 BUREAU OF REAL ESTATE APPRAISERS

1102 Q Street, Suite 4100 Sacramento, CA 95811

	APPL	ICANT IN	ORMATIC	N		
Check this box if you are currently serving o Check this box if you are married to, or are i active duty in California (Please submit proo	n a domestic na	etnovehin or othe	r legal union wit	h an active me	mber of the Unit	ed States military assigned to
1. Application Level (Mark one box	only)					
Residential License		Certified	Residential			ertified General
Non-complex one-to-four residential units having a transaction value less than \$1,000,000 and complex one-to-four residential units having a transaction value less than \$250,000.	1 - 4 res	idential units, wi or compl	-	alue	All types	s of real property.
2. Name To Appear On Permit		run, in			THE E	
Last			First			Middle
3. Business Name		NUL I				
4. Mailing Address (Address of Reco	ord)	n ^s a, i su	7 % 10			
City		Co	unty	State	Zip Code	
5. State(s) Currently Licensed 6	. Expiration I	Date(s) 7. Bus.	ness Telephor	ne Number	8. Residence	ce Telephone Number
9. Social Security / Taxpayer ID Numb	er	10. Driver's	License Nun		11. Date of	Birth
				State		
12. Current or Expired California Re	al Estate App	raiser's Licen	se			
None Yes			License Number			
I certify under penalty of perjury that the fore answered each question fully and truthfully and revocation of any permit and may subject me t Appraisers' Licensing and Ceritificaton Law.	l without any p	urpose of evasi	on. I understan	d that providir	ng false informa	tion is grounds for denial or
Signature					D	ate

- APPLICATION LEVEL Mark the box for the permit you wish issued. Your license from the issuing state or territory must equal or exceed the level for which you are applying.
- 2. NAME Your name.
- BUSINESS NAME The name of your business or employer name. Information required is a matter of public record.
- MAILING ADDRESS Your address of record. Information required is a matter of public record.
- 5. STATE(S) CURRENTLY LICENSED The state or states in which you currently hold a real estate appraisal license.
- 6. EXPIRATION DATE(S) The expiration date(s) of your current license(s).
- BUSINESS TELEPHONE NUMBER Your business telephone number. Information required is a matter of public record.
- 8. RESIDENCE TELEPHONE NUMBER Your home telephone number.
- SOCIAL SECURITY / TAXPAYER IDENTIFICATION NUMBER - Enter your social security or individual taxpayer identification number. BREA cannot issue a permit without a Social Security or Individual Taxpayer Identification Number.
- DRIVER'S LICENSE NUMBER Your driver's license number and the state of issuance.
- 11. DATE OF BIRTH Your date of birth. (mm/dd/yyyy)
- 12. PREVIOUS CALIFORNIA APPRAISER LICENSE Indicate if you have ever held a California appraiser license. If the answer is "yes", list the license number.

SIGNATURE OF APPLICANT - Original signature and date required.

Privacy Information

Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. Each individual has the right to review personal information maintained by this Agency, unless access is exempted by law.

Bureau of Real Estate Appraisers Custodian of Records 1102 Q Street, Suite 4100 Sacramento, CA 95811 Telephone: (916) 552-9000

General powers of the Chief, Sections 11310 and 11313 of the Business and Professions Code authorizes the maintenance of this information. Business and Professions Code Section 30, Chapter 1361, Section 1, requires each real estate appraiser licensee to initially provide to the Bureau of Real Estate Appraisers his or her social security number or individual taxpayer identification number which will be furnished to the Franchise Tax Board. Your social security number or individual taxpayer identification number shall not be deemed a public record and shall not be open to the public for inspection. The Franchise Tax Board will use your number to establish identification exclusively for tax purposes. The Real Estate Appraisers Law or Regulations of the Chief require applicants to provide the Bureau of Real Estate Appraisers with specific information. If all or any part of the required information is not provided, processing may be delayed. In addition, the Chief may suspend or revoke a license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license. The information requested in this form is primarily used to furnish license status information to the Bureau of Real Estate Appraisers, and to answer inquiries and give information to the public on license status, mailing addresses and actions taken to deny, revoke, restrict or suspend licenses for cause. This information may be transferred to real estate appraisal licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, F.B.I.), and any other regulatory agencies (including, but not limited Department of Business Oversight, Department of Insurance, Bureau of Real Estate, Department of Consumer Affairs, California Bar Association, Appraisal Subcommittee, California Community Colleges Chancellor's Office).

Please remember to include a Consent to Service Process Form (REA 3006) along with this application.



BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY GOVERNOR EDMUND G, BROWN JR.

BUREAU OF REAL ESTATE APPRAISERS
1102 Q Street, Suite 4100, Sacramento, CA 95811
P 916.552,9000 F 916.552,9007 | www.brea.ca.gov



BREA USE ONLY

CHANGE NOTIFICATION AND MISCELLANEOUS REQUESTS

- Type or print clearly in blue or black ink and provide an original signature.
- All fees paid must be paid by pre-printed personal check, company check, cashier's check, certified check, money order, or credit card (see form REA 2030 to pay by credit card).
- · By statute, all fees submitted are deemed earned upon receipt.
- All out-of-state addresses require a completed and notarized Consent to Service of Process (REA 3006).
- Please refer to http://www.brea.ca.gov/html/LicensingFees.html for current license application fees.
- If you have any questions, please write to the address listed or call (916) 552-9000.
- Mail completed application, fee and qualifying documentation to:

BUREAU OF REAL ESTATE APPRAISERS Attn: Licensing 1102 Q Street, Suite 4100 Sacramento, CA 95811

1. Type of Change or Service Request							
Name \$10 Business Name \$10 Mailing Address	☐ Business Telephone ☐ Residence Telephon ☐ Issue Duplicate Lice	ephone Number					
2. License Identification Number	3. Expiration I	Date	4. Socia	Security /	Taxpayer .	I.D. Number	
5. Name (as it Appears on Current Lic	ense)		11177				
Last	First					Middle	
6. New Name							
Last	First					Middle	
7. New Business Name							
8. New Mailing Address (Address of I	ecord)						
Address							
City		County		State	Zip Code		
		10.31	р:1 т]	T1		
9. New Business Telephone Number			Residence T	elephone r	Number		
())				
11. New Email Address							
ertify under penalty of perjury that the foregoing info ly and truthfully and without any purpose of evasion	ormation, and information I understand that providi	provided on all	attachments, i	s true and cor	rect and that	I have answered each of any license and may	
to disciplinary action and/or criminal prosecution.							
					Do	ta	
^{gnature} ART B - Public Member Request	- For letter of lic	ense hista	rv.		Da	ile	
Requesting Party	- For letter of the	- Institution	T J				
Name of Requesting Party							
Address							
		Country		Ctata	Zin Code		
Address Cîty		County		State	Zip Code		

PART A

FEE - Please refer to http://www.brea.ca.gov/html/LicensingFees.html for current license application fees.

TYPE OF CHANGE - Check the box that corresponds to the type of change you are requesting.

LICENSE ID NUMBER - Enter your license ID number.

EXPIRATION DATE - Enter your license expiration date.

SOCIAL SECURITY / TAXPAYER ID NUMBER - Enter your Social Security/Taxpayer ID Number.

NAME - Enter your name as it appears on your current license.

ONLY COMPLETE THE SECTION(S) THAT ARE TO BE CHANGED.

NEW NAME - Enter your new name. Legal documentation, such as a court order, supporting your name change is required. A copy of a driver's license or social security card is not acceptable.

NEW BUSINESS NAME - Enter your new business name.

NEW MAILING ADDRESS - Enter your new mailing address.

NEW BUSINESS TELEPHONE NUMBER - Enter your new business telephone number.

NEW RESIDENCE TELEPHONE NUMBER - Enter your new residence telephone number.

NEW EMAIL ADDRESS - Enter your new email address.

PART B

REQUESTING PARTY - Enter your information here.

LICENSEE'S NAME AND LICENSE NUMBER - Enter the licensee's information here.

Privacy Information

Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. Each individual has the right to review personal information maintained by this Agency, unless access is exempted by law.

Bureau of Real Estate Appraisers Custodian of Records 1102 Q Street, Suite 4100 Sacramento, CA 95811 Telephone: (916) 552-9000

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BUSINESSICONSUMER SERVICES AND HOUSING AGENCY GOVERNOR EDMUND G. BROWN JR.

BUREAU OF REAL ESTATE APPRAISERS 1102 Q Street, Suite 4100, Sacramento, CA 95811 P 916.552.9000 F 916,552,9007 | www.brea.ca.gov



	-

APPRAISAL MANAGEMENT COMPANY (AMC) CONTROLLING PERSON APPLICATION

- Type or print clearly in blue or black ink and provide an original signature.

 All fees paid must be paid by pre-printed personal check, company check, cashier's check, certified check, money order, or credit card (see form REA 2030 to pay by credit card).
- By statute, all fees submitted are deemed earned upon receipt.
- Applications must be submitted with original signatures. Applications with electronic or faxed signatures will not be accepted.
- All out-of-state addresses require a completed and notarized Consent to Service of Process (REA 3006).
- Please refer to http://www.brea.ca.gov/html/LicensingFees.html for current license application fees.
- A separate application must be submitted for each Controlling Person listed on the Appraisal Management Company Certificate of Registration Application form REA 5001.
- If you have any questions, please write to the address listed or call (916) 552-9000.

Mail completed application, fee and qualifying documentation to:

BUREAU OF REAL ESTATE APPRAISERS 1102 Q Street, Suite 4100 Sacramento, CA 95811

PART I: Controlling Person Contact Information

1. Controlling Person's Name		1 1 1 1 1 1 1 1 1 1	
Last	First		M.I.
2. Controlling Person's Title or Position			and all a support
3. Social Security / Taxpayer ID Number	4. Birth Date		
5. Name of Appraisal Management Company			
6. Mailing Address (Address of Record)			
City		State	Zip Code
7. Residence Telephone Number			
8. Email Address (optional)	Li sessi II - //s	10 10 July 10 10 10 10 10 10 10 10 10 10 10 10 10	
lease Answer the Following Questions:			
Do you currently hold or have you ever held a Californ If yes , please enter your license number.	nia Real Estate Appraise	rs License?	☐ Yes ☐ No
California Real Estate Appraiser License			
). Do you currently hold or have you ever held a real est If yes , please list your license number and the sta		another state?	☐ Yes ☐ No
Real Estate Appraiser License Number	License No.		State

If you are currently licensed in another state as a real estate appraiser, you will need to submit a Certificate of License History or its equivalent, not more than 30 days old, from the state in which you are licensed, as part of this application.

PART II: CONTROLLING PERSON BACKGROUND INFORMATION

FINGERPRINT BACKGROUND CHECK: All controlling person applicants who are <u>NOT</u> currently licensed with the Bureau of Real Estate Appraisers (BREA) <u>MUST</u> complete the background application process by having their fingerprints taken. If you reside in the State of California, You <u>MUST</u> print out and use the Request for Live Scan Service form (BCII 8016). If you reside outside of the State of California, submit two FD-258 fingerprint cards with your application.

D	ACKCDOUND DI	EVIEW QUESTIO	MC						
1.		ed or been known b		other than or in	addition to the	name listed on	this application?		
1,	If yes, list all such		y ally maine	other than, or m	addition to, the	. Hame fisted on	tins application.		
	45-25 10-27								
2.	□ No □ Yes, e	rplain: n convicted of, or pled	milty or not	o contendere to am	criminal or civil	offense in the Ur	sited States its terr	itories or	a foreign
۷.	country? This inch	ides every citation, in	raction, misc	demeanor and/or fe	elony, including t	raffic violations. \	You are not require	d to repor	rt convictions
	that were adjudica	ted in the juvenile cou	rt, conviction	ns under California	Health and Safet	ty Code sections	11357(b), (c), (d), (e) or sect	ion 11360(b)
	which are two year	s old, or traffic infract	ions resulting	g in a fine of \$500 c	or less. Conviction	ns that were later	dismissed pursuan	it to section	ons, 1203.4,
	1203.4a, or 1203.4 below. In addition	of the California Per to completing the "Co	al Code or ec	quivalent non-Cali	ornia iaw must c	t a certified copy	of the police repor	t and cert	ified copies of
		judgment or the orde		tans section below	, you must suom	a derimed copy	or the ponce repor	t dila coi	inca copies or
	_ '	omplete "Conviction		_					
2		omplete Conviction ou ever been placed o			which restricted	or limited your	contact or dealing	e with any	z financial
3.	or real estate-relat	ed activity or busines:	s or otherwis	e restricted vour a	cting in a fiducia	ry capacity? If ye	s, attach a certified	d copy of	the court
	records, including	the complaint, comp	lete docket, j	udgment and sent	ence, and probat	ion report and at	tach a copy of the	police rep	oort(s) and/or
	investigating agen	cy records.							
	□ No □ Yes, ex	oplain:							
4.	Are there criminal	charges pending again	nst you at this	s time, or are you c	urrently awaiting	judgment and se	ntencing following	entry of	a plea or jury
	verdict? If yes, plea	se specify the court in	which the m	natter is pending, th	ne case number a	nd charges, and s	ubmit a copy of the	e police re	port and a
		e complaint and dock	et.						
	∐No ∐Yes, ex								
5.		nold a professional or			y governmental	agency other tha	n the BREA? If yes	s, please i	dentify the
	license held, the li	cense number and the	e issuing ager	ncy.					
	□ No □ Yes, ex	cplain:						4 4	44 444
6.	Have you ever had	a professional or voca e or any other state? I	tional license	e, certificate or regi	stration denied, s	uspended, restric	ted, revoked, surre	ndered of	r disciplined in
	vou must submit a	certified copy of the p	olice report o	or administrative a	gency's investigat	ive report and ce	rtified copies of the	court or	administrative
	agency's docket, co	mplaint, or accusation	and judgem	ent or other order.	9. 9	*0			
	□ No □ Yes, C	omplete "License Det	ails" below.						
7.		or are you currently a		erson or Designated	Officer for an Ap	praisal Manageme	ent Company in Cal	ifornia or	any other state?
	□ No □ Yes, N	ame of the AMC's, and s	tate:						
				2011112					
				CONVICTIO	ON DETAILS				
	Complete one line for ea	th violation and provide e	xplanation belo	w. If you are unable to	ON DETAILS provide this inform	ation, provide all the	requested information	n you can o	btain, with
	an explanation for the m	ch violation and provide e issing information. If the c	onviction statu	w. If you are unable to s has been subsequent	provide this inform ly changed or reduce	ed, note that fact in t	he area provided for ac	dditional in	formation.
l	an explanation for the m Attachments for addition	issing information. If the c al information should spe	onviction statu	w. If you are unable to s has been subsequent	provide this inform ly changed or reduce EACH ADDITION	ed, note that fact in t AL SHEET MUST I	he area provided for ac BE SIGNED BY THE	dditional in APPLICA	formation.
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(an explanation for the m Attachments for addition *CODE SECTION VIOLAT ** CODE VIOLATED (i.e., V Court of Conviction (Name and Address) Example: Sacramento	issing information. If the call information should speed (i.e., 1014, 484, ETC) EHICLE CODE, PENAL COE Arresting Agency (Name and Address) Sacramento City Police	onviction statuscify which lines DE, ETC.) Date of Conviction	Type of Conviction Felony Other Misdemeanor Felony Other Misdemeanor Felony Other Misdemeanor Felony Other	provide this inform by changed or reduce ACH ADDITION *** DISPOSITION **** DISMISSED * Code Section Violated	ed, note that fact in the AL SHEET MUST IN (i.e., PROBATION, PA (pursuant to sections, 12) ** Code Violated	he area provided for ac BE SIGNED BY THE ROLE, FINE, PENDING, 03.4, 1203.4a, or 1203.41 of *** Disposition 6 months probation	dditional in APPLICA ,ETC,) f the Californi Case Number	a Penal Code) ****Dismissed Yes No
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1.2	an explanation for the m Attachments for addition * CODE SECTION VIOLAT ** CODE VIOLATED (i.e., V Court of Conviction (Name and Address) Example: Sacramento Cnty. 456 Main St., Sac	issing information. If the call information should speed (i.e., 1014, 484, ETC) EHICLE CODE, PENAL COE Arresting Agency (Name and Address) Sacramento City Police 123 Main St., Sac	Date of Conviction 02/20/12	Type of Conviction Felony Other Misdemeanor	provide this inform by changed or reduce ACH ADDITION *** DISPOSITIO **** DISMISSED * Code Section Violated 23152	ed, note that fact in t AL SHEET MUST IN (i.e., PROBATION, PA (pursuant to sections, 12 ** Code Violated Vehicle Code	he area provided for ac BE SIGNED BY THE RROLE, FINE, PENDING, 03.4, 1203.4a, or 1203.41 of *** Disposition 6 months probation and \$200 fine	dditional in APPLICA ,ETC _a) (the Californi Case Number 1234	a Penal Code) ****Dismissed Yes No Yes No Yes No
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(name), certify under penalty of perjury in accordance with California law, that I am a Controlling Person as defined (herein) and duly authorized as such and understand and agree, individually and on behalf of (name of AMC), to abide by all federal and California laws applicable to appraisal management companies receiving and maintaining a Certificate of Registration under California law. I declare under penalty of perjury in accordance with California law that I am 18 years of age or older and that the foregoing information and information provided on all attachments is true and correct and that I have answered each question fully and truthfully without any purpose of evasion. I understand that providing false information is grounds for denial or revocation of any certificate of registration and may subject me to disciplinary action and/or criminal prosecution and punishment by imprisonment in state prison for 2, 3, or 4 years pursuant to Penal Code section 126. I understand that any certification of registration issued in conjunction with this application entitles the applicant to act only for the appraisal management company so registered and not in an individual capacity. I understand and certify that valid service of process on the appraisal management company (name of AMC) by BREA also constitutes valid service of process on me as a Controlling Person for (name of AMC) in the Appraisal (name of AMC), as certified by the Designated Officer for Management Company Certificate of Registration Application Form REA 5001 submitted by (name of AMC), or by a subsequent Designated Officer identified by (name of AMC) in an Appraisal Management Company Change Notification and Miscellaneous Requests Form REA 5011. I understand that if I fail to qualify as a Controlling Person for any reason or withdraw this application, the Bureau of Real Estate Appraisers cannot refund the fees remitted with this application. Executed this ______ day of ______ at ______(city or county) (state). Signature Name (please print) A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document. _____, County of ______ (insert name and title of the officer), personally On before me, appeared, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/ their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. I certify under PENALTY OF PERJURY under the laws of the State of ______ that the foregoing paragraph is true and correct. WITNESS my hand and official seal. Signature (Seal)

PART III: APPLICANT DECLARATION

A. INSTRUCTIONS PART I: Controlling Person Contact Information

- CONTROLLING PERSON'S NAME- List your name. You must be listed as a Controlling Person on the Appraisal Management Company Certificate of Registration Application Form REA 5001.
- TITLE OR POSITION List your title or position.
- SOCIAL SECURITY/TAXPAYER IDENTFICATION NUMBER-List your social security or individual taxpayer identification number.
- 4. BIRTH DATE-List your date of birth.
- APPRAISAL MANAGEMENT COMPANY-List the name of the appraisal management company for which you are named as a Controlling Person.

- MAILING ADDRESS List your address of record. The information provided is a matter of public record.
- RESIDENCE TELEPHONE NUMBER-List your home phone
- EMAIL ADDRESS-List your email address. (optional)
- 9-10. List the state in which you hold a real estate appraiser license and your license number, if applicable. Submit a Certificate of License History or its equivalent, not more than 30 days old, if you hold a real estate appraiser license in another state.

B. INSTRUCTIONS PART II: Controlling Person Background Information

1. FINGERPRINT BACKGROUND CHECK- Applicants not currently licensed or registered with the BREA must submit fingerprints in order to complete the background check portion of this application. Fingerprint background checks are submitted to the Department of Justice via a Request for Live Scan Service form or print cards. If you live in the State of California you must submit your fingerprints using the Request for Live Scan Service Form located on our website at www.brea.ca.gov. You must print out this form and visit a Live Scan fingerprinting location to have your fingerprints taken. Keep a copy of this form for your records and submit a copy along with this application to the BREA.

If you reside outside of California, you must submit your

fingerpints on two FD-258 fingerprint cards and submit these cards to BREA with your application.

Note: the Department of Justice no longer accepts fingerprint card submissions on Bid-7 cards from BREA applicants.

2.BACKGROUND REVIEW QUESTIONS-Completely answer all questions, 1-7 as instructed.

FEE

Controlling Person Application Fee

\$80

C. INSTRUCTIONS PART III: Applicant Declaration

1. Business and Professions Code Section 11302(f): "Controlling person" means one or more of the following: (1) An officer or director of an appraisal management company, or an individual who holds a 10 percent or greater ownership interest in an appraisal management company. (2) An individual employed, appointed, or authorized by an appraisal management company that has the authority to enter into a contractual relationship with clients for the performance of appraisal services and that has the authority to enter into agreements with independent appraisers for the completion of appraisals. (3) An individual who possesses the power to direct or cause the direction of the management or policies of an appraisal management company.

2. APPLICANT DECLARATION - Read, sign and date the declaration presented on page 3. If executed outside of the State of California, this declaration must be signed before and certified by a notary public.

Privacy Information - Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. Each individual has the right to review personal information maintained by this Agency, unless access is exempted by law. General powers of the Chief, Sections 11310 and 11313 individual has the right to review personal information maintained by this Agency, unless access is exempted by law. General powers of the Chief, Sections 11310 and 11313 of the Business and Professions Code Section 30, Chapter 1361, Section 1, requires each real estate appraiser licensee to initially provide to the Bureau of Real Estate Appraisers his or her social security number or individual taxpayer identification number which will be furnished to the Franchise Tax Board. Your social security number or individual taxpayer identification number shall not be deemed a public record and shall not be open to the public for inspection. The Franchise Tax Board will use your number to establish identification exclusively for tax purposes. The Real Estate Appraisers Law or Regulations of the Chief require applicants to provide the Bureau of Real Estate Appraisers with specific information. If all or any part of the required information is not provided, processing may be delayed. In addition, the Chief may suspend or revoke a license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license. The information requested in this form is primarily used to furnish license status information to the Bureau of Real Estate Appraisers, and to answer inquiries and give information to the public on license status, mailing addresses and actions taken to deny, revoke, restrict or suspend licenses for cause. This information may be Custodian of Records

transferred to real estate appraisal licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, F.B.I.), and any other regulatory agencies (included, but not limited to, Department of Business Oversight, Department of Insurance, Bureau of Real Estate, Department of Consumer Affairs, California Bar Association, Appraisal Subcommittee,

1102 Q Street, Suite 4100 Sacramento, CA 95811 Telephone: (916) 552-9000

California Community Colleges Chancellor's Office) REA 5002 (Rev 01/01/2017) page 4 of 4



BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY GOVERNOR EDMUND G. BROWN JR.

BUREAU OF REAL ESTATE APPRAISERS 1102 Q Street, Suite 4100, Sacramento, CA 95811 P 916.552,9000 F 916.552,9007 | www.brea.ca.gov



APPRAISAL MANAGEMENT COMPANY CONTROLLING PERSON RENEWAL APPLICATION

▶ T	ype or	print o	clearly	in	blue or	black	ink:	and	provide	an	original	signatur	e
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You must answer each of the following questions by marking "Yes" or "No", whichever is true, after each question.
 Failure to disclose pertinent information may result in the delay or denial of your application.
 Providing false information may also subject you to disciplinary action or criminal prosecution.

▶ Submit this form with the associated AMC Renewal form (REA 5012).

Sacramento, CA 95811

	1. Name		37211
	Last	First	
	2. Name of AMC		3. AMC Certificate Number
,			
go il'		BACKGROUND INFORMATION	
1.		vany name other than, or in addition to, the name listed above on	this application?
	-		
2.	Are there criminal charges pending a	gainst you at this time, or are you currently awaiting judgment and	l sentencing following entry of a plea or
	jury verdict? If yes, please specify on t and a certified copy of the complaint:	he court in which the matter is pending, the case number and cha	rges, and submit a copy of the police report
	1 /	ma doket.	
3.	Within the last eight years, have you e its territories, or a foreign country? The required to report convictions that we (c), (d), (e) or section 11360(b) which dismissed pursuant to sections, 1203. complete "Conviction Details" section the police report and certified copies and the police report and certified copies are the police report and certified copies and the police report and certified copies are th	ever been convicted of, or pled guilty or <i>nolo contendere</i> to any crimals includes every citation, infraction, misdemeanor and/or felony, are adjudicated in the juvenile court, convictions under California are two years old, or traffic infractions resulting in a fine of \$500 of 4, 1203.4a, or 1203.41 of the California Penal Code or equivalent in below. In addition to completing the "Conviction details" section of the complaint and judgment or the order.	including traffic violations. You are not Health and Safety Code sections 11357(b), or less. Convictions that were later non-California law must be disclosed. If yes, a below, you must submit a certified copy of
4.	Do you currently hold a professional held, the license number and the issui	or vocational license issued by any governmental agency other tha ng agency.	n BREA? If yes, please identify the license
	☐ No ☐ Yes, explain		
5.	been disciplined in any way in this sta Details" section below, you must subr the court or administrative agency's d	ocational license, certificate or registration denied, suspended, restate or any other state? If yes, complete "License Details" section belonit a certified copy of the police report or administrative agency's is ocket, complaint, or accusation and judgemnt or other order.	ow. In addition to completing the "License

Convitiction and License Details on following page.

				CC	NVICTION	V DET	TAILS			
	Complete one line for each with an explanation for the information. Attachments f EACH ADDITIONAL SH. *CODE SECTION VIOLATED (missing inforn or additional ir EET MUST BI	nation. If the nformation sh E SIGNED B	conviction stat hould specify w Y THE APPLI	us has been subso rhich lines you ar CANT.	equently e referri	changed or redung to.	iced, note that fact is	quested information you n the area provided for a ON, PAROLE, FINE, PENDIN	Iditional
	Court of Conviction (Name and Address)	Arresting (Name and		Date of Conviction	Type of Conviction		Code Section Violated	** Code Violated	*** Disposition	Case Number
	Example: Sacramento Cnty. 456 Main St., Sac	Sacramento 123 Main	City Police	02/20/12	☐ Felony ☐ O ☐ Misdemeanor		23152	Vehicle Code	6 months probation and \$200 fine	1234
1.					☐ Felony ☐ O ☐ Misdemeanor					
2					☐ Felony ☐ O ☐ Misdemeanor	ther				
3	9				☐ Felony ☐ O ☐ Misdemeanor	ther				
201	ADDITIONAL INFORMATION	N: SPECIFY WHICH	h lines you ari	E REFERRING TO. A	ATTACH EXTRA SHEE	TS IF MOR	RE ROOM IS NEEDED	EACH ADDITIONAL SH	EET MUST BE SIGNED AND DA	ATED
					LICENSE D	ETAILS				252 11 12
Ty	pe of License	Licen	se ID Na			ense Expirali			State	
Ac	Jion (revoked, etc.)	Date i	of Action		Da	te Action Teri	minaled		Code Section Violated	
_	ADDITIONAL INFORMATION	N. ATTACH EXTRA	SHEETS IE MOR	E ROOM IS NEEDE	D FACH ADDITION	AL SHEET	MUST BE SIGNED AT	ND DATED.		
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Sig	gnature					_			Date	
									100 E 100 E 111 E 1	
					INSTRUC'	TION	S			

1. NAME - List your name.

2. NAME OF AMC - The name of the AMC.

3. AMC CERTIFICATE NUMBER - The certificate number issued to your AMC by BREA.

BACKGROUND INFORMATION -

1 - 5. - Answer all of these questions and attach any required additional information to this application.

Privacy Information - Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. Each individual has the right to review personal information maintained by this Agency, unless access is exempted by law. General powers of the Chief, Sections 11310 and 11313 of the Business and Professions Code authorizes the maintenance of this information. Business and Professions Code Section 30, Chapter 1361, Section 1, requires each real of the Business and Professions Code authorizes the maintenance of this information. Business and Professions Code Section 30, Chapter 1361, Section 1, requires each real estate appraiser licensee to initially provide to the Bureau of Real Estate Appraisers his or her social security number or individual taxpayer identification number which will be furnished to the Franchise Tax Board. Your social security number or individual taxpayer identification number shall not be deemed a public record and shall not be open to the public for inspection. The Franchise Tax Board will use your number to establish identification exclusively for tax purposes. The Real Estate Appraisers Law or Regulations of the Chief require applicants to provide the Bureau of Real Estate Appraisers with specific information. If all or any part of the required information is not provided, processing may be delayed. In addition, the Chief may suspend or revoke a license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license. The information requested in this form is primarily used to furnish license status information to the Bureau of Real Estate Appraisers (including a failure to disclose a material fact) in an application for a license. The information requested in this form is primarily used to furnish license status, mailing addresses and actions taken to deny, revoke, restrict or suspend licenses for cause. This information may be transferred to real estate appraisal licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District 102 Q Street, Suite 4100 Screenwards (CA 05011).

Attorneys, Attorney General, F.B.I.), and any other regulatory agencies (included, but not limited to, Department of Business Oversight, Department of Insurance, Bureau of Real Estate, Department of Consumer Affairs, California Bar Association, Appraisal Subcommittee, California Community Colleges Chancellor's Office).

Sacramento, CA 95811 Telephone: (916) 552-9000



BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY GOVERNOR EDMUND G BROWN JR

BUREAU OF REAL ESTATE APPRAISERS
1102 Q Street, Suite 4100, Sacramento, CA 95811
P 916.552.9000 F 916.552.9007 | www.brea.ca.gov



BREA	USE	ONLY	

APPRAISAL MANAGEMENT COMPANY (AMC) CHANGE NOTIFICATION AND MISCELLANEOUS REQUESTS

Please note that all changes requested on this form must be approved and certified by the Designated Officer of the AMC. The Designated Officer (or new Designated Officer) must sign PART III: Change and Request Declaration (top of page 5)

- Type or print clearly in blue or black ink and provide an original signature.
- All fees paid must be paid by pre-printed personal check, company check, cashier's check, certified check, money order, or credit card (see form REA 2030 to pay by credit card).
- By statute, all fees submitted are deemed earned upon receipt.
- · Check all boxes that are applicable.
- Complete all information requested for each box checked.

- Please refer to http://www.brea.ca.gov/html/LicensingFees.html for current license application fees,
- If you have any questions, please write to the address listed or call (916) 552-9000.
- Mail completed application, fees and qualifying documentation to:

BUREAU OF REAL ESTATE APPRAISERS 1102 Q Street, Suite 4100 Sacramento, CA 95811

3. Mailing Address (Address of Record) Address City 4. Business Telephone Number 5. Business Fax Number (optional) art II: Information to Be Changed or Requested Type of Change AMC Information Change AMC DBA Name Change \$10	1. Name of AMC					2. AMC Certificat	e Numb
Address City 4. Business Telephone Number 5. Business Fax Number (optional) 6. Business Email Address (optional) art II: Information to Be Changed or Requested Type of Change Add/Remove Controlling Person AMC Information Change S10 Change Information to Controlling Person Certificate of Good Standing Issue Duplicate Certificate \$50 Change Agent for Service of Process S10 Changes to AMC Information. Changes to AMC Information.							
4. Business Telephone Number 5. Business Fax Number (optional) 6. Business Email Address (Address of Record)		ess of Rec	ord)				A1.11
4. Business Telephone Number 5. Business Fax Number (optional) 6. Business Email Address (optional) art II: Information to Be Changed or Requested Type of Change Add/Remove Controlling Person S10 Designated Officer Change AMC Information Change S10 Change Information to Controlling Person Certificate of Good Standing Issue Duplicate Certificate \$50 Change Agent for Service of Process \$10 Changes to AMC Information. Check boxes to indicate fields that are being changed 1. Name Legal DBA	Adultes						
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Changes to AMC Information. ↑ Check boxes to indicate fields that are being changed □ 1. Name □ Legal □ DBA □ 2. Mailing Address (Address of Record)	AMC Information Change		Add/Remove Controlling Person	\$10	☐ Desig	gnated Officer Change	\$1
Changes to AMC Information.	AMC DBA Name Change	\$10	Change Information to Controlling Po	erson	Certi	ficate of Good Standing	\$1:
♦ Check boxes to indicate fields that are being changed □ 1. Name □ Legal □ DBA □ 2. Mailing Address (Address of Record)	Issue Duplicate Certificate	\$50	Change Agent for Service of Process	\$10			
	♦ Check boxes to indicate field.	s that are b	eing changed				least
		ess of Rec	ord)		18 2		7 8
City State Zip Code	City				State	Zip Code	

2. Change for Agent for Service of Process

This section is to be completed if the AMC is not domiciled in California. Provide the name and contact information for the person or entity authorized as the AMC agent for service of process within California. This agent for service of process must complete the declaration below and have this document notarized prior to submittal.

Type of Change			11.33 SEC. 13.37 VIII.
New Agent for Service of Process	New Information for Existing Agent for	· Service of Process	
1. Name			
Last	First		M.I.
2. Title		St. Day of particular	
3. Mailing Address			ASSET SIX BOOKING
Address			
City		State	Zip Code
4. Business Telephone Number	5. Business Fax Number (optional)	6. Business Email Add	ress (optional)
I,	(name), am au	thorized to act as Age	ent for service of process in
the State of California on behalf of _		(name of Al	MC), an entity organized and
existing under the laws of the State of	of	(current	resident state), for purposes
of	's (name of AMC) opera	tion as a valid AMC i	n accordance with California
law under Certificate of Registration		MC Certificate Numb	er), including all rights and
obligations associated therewith, and			
The complete address within Cal	ifornia whereby I, on behalf ofe Chief of the Bureau of Real Estate Ap	. 1:/1 1:	(name of AMC)
	Chief of the Bureau of Real Estate Ap	opraisers or his/her desig	gnee is as follows:
Address			
City		State	Zip Code
IN WITNESS WHEREOF, I,	(.	Agent Name for service	of process) have subscribed
my name hereto this(day) day			
(state).		() •····) ···	
(State).			
			Signature
A notary public or other officer complewhich this certificate is attached, and not state of	ot the truthfulness, accuracy, or validity	y of that document.	
State of, Company of the state of, State of		(insert name and tit	tle of the officer), personally
appeared, who proved to me on the bas	sis of satisfactory evidence to be the p	erson(s) whose name(s)	is/are subscribed to the within
instrument and acknowledged to me the their signature(s) on the instrument the			
I certify under PENALTY OF PERJUR true and correct.WITNESS my hand an		1	that the foregoing paragraph is
	***************************************		Cionatura
			Signature
			(Seal)

3. Controlling Person(s) Changes

Addition and Removal of Controlling Person(s)

List the name of each "Controlling Person" of the AMC that is being added or removed for the AMC.

Note: A separate "Appraisal Management Company (AMC) Controlling Person Application" (REA 5002) form and fees must be included for each Controlling Person that is being added.

☐ Add ☐ Remove	1.				
☐ Add ☐ Remove	2.				
☐ Add ☐ Remove	3.				
☐ Add ☐ Remove	4.	a)			
☐ Add ☐ Remove	5.				
☐ Add ☐ Remove	6.				
☐ Add ☐ Remove	7				
☐ Add ☐ Remove	8.		= = = = = = = = = = = = = = = = = = = =		
☐ Add ☐ Remove	9.				
☐ Add ☐ Remove	10.				
	e for an Existing Control				. 11 5 1
Last	etson's Name	First	V 11 - 12 - 12 - 12 - 12 - 12 - 12 - 12	M.I.	
☐ 2. Controlling	Person's Title or Position				
3. Mailing Add	ress	No. 17 Carlos			yr III
			State	Zip Code	
City					
4. Residence Te	elephone Number				
5. Email Addre	ss (optional)				

4. Change of Designated Officer

List the name of the new Designated Officer Note: A separate "Appraisal Management Company (AMC) Controlling Person Application" (REA 5002) form and fees must be included for the Designated Officer to be added unless BREA has an approved Form REA 5002 on file for the new Designated Officer.

1. New Designated Officer's Name			1 1 A sales	
Last	First		M.I.	
2. New Designated Officer's Social Security/Individual Taxpayer ID Number	Does the new Designated C Appraiser License?	Officer currently hold	l, or have they ever held a Calif	ornia Real Estate
	Yes No) _a		
California law, that I am the Designated Officer and duly authorized as successful and maintaining a Certificate of Registration under California (name of AMC) is legally formed pursuant to the applicable state law and shall comply with all California laws as necessary in order to validly operatornia law that I am 18 years of age or older and that the foregoing information is grounds for denial or revocation of any certificate of registrated punishment by imprisonment in state prison for 2, 3 or 4 years pursuant also certify, under penalty of perjury in accordance with California law accordance with Business and Professions Code section 11345.3, include in of each of the following procedures as standard business practices: a. Ensuring that all independent contractor or employee appraisers possess a California real estate appraiser license in good standing; b. Reviewing the work of all independent contractor or employee appraisers with the Uniform Standards of Professional Appraisal Practice (US). c. Maintaining, at a minimum, each of the following records for each 1. The date of receipt of the request; 2. The name of the person from whom the request was received 3. The name of the client for whom the request was made, if different 4. The appraiser or appraisers assigned to perform the requested 5. The date of delivery of the appraisal product to the client. I also certify, under penalty of perjury in accordance with California laws are certified to the client.	w Designated Officer). The and understand and a lederal and California law. In addition, I certly further, that the in California. I declaration and information ourpose of evasion or action and may subject that to Penal Code section, that the in all of its contracts with who perform appraisate praisers to ensure that SPAP); and in service request: The service is the service; and the information is the part of	agree, individual laws applicable tify that are under penale provided on a mental reservation 126. The clients for applicable services for appraisal service for appraisal service of appraisal Members of the control	(name of Appraisal services in Californ this company in Californ the request was received the regarding service of process on each an Adanagement Company in Californ the company in Californ the request was received the regarding service of process on each an Adanagement Company in Californ the request was received the r	ent companie ame of AMC nce with Cali nd correct and roviding false al prosecution AMC) will, in mia, provision mia will cordance d; d; drocess on d every Change
b. That the Applicant hereby irrevocably consents that if, in any acti Appraisers or his designee, service of process upon it cannot be made thereupon be made upon it by delivering the process to the Chief of	de in California after th	e exercise of du	ie diligence, a valid serv	ice may
c. That, following such service of process pursuant to the irrevocabl Appraisers of the State of California may mail a copy of any such process to	le consent authorized l			
(name of AMC) at the follow	ving address:			
Address				
City		State	Zip Code	
Executed this day of, 20	at		(cit	y or county
(state).				
S	ignature			
Executed this day of, 20(state).	ignature		(cit	

Part III: Change and Request Declaration

All changes made must be approved by the Designated Officer currently on file with BREA. The Designated Officer <u>must</u> complete this section.

I, (name), cer	tify under penalty of perjury in accordance with California law,
that I am the Designated Officer and duly authorized as such and und	
	oregoing information and information provided on all attachments
is true and correct and that I have answered each question fully and true providing false information is grounds for denial or revocation of	
criminal prosecution and punishment by imprisonment in state prison	
Executed this day of, 20 at	
(state).	
(0.000)	
Signa	ture
N (1	• •
Name (please p	rint)
	the identity of the individual tube gigned the decompant to
A notary public or other officer completing this certificate verifies of which this certificate is attached, and not the truthfulness, accuracy, or	r validity of that document.
State of, County of	,
On, before me, appeared, who proved to me on the basis of satisfactory evidence to	(insert name and title of the officer), personally
appeared, who proved to me on the basis of satisfactory evidence to instrument and acknowledged to me that he/she/they executed the satisfactory	be the person(s) whose name(s) is/are subscribed to the within ne in his/her/their authorized capacity(ies) and that by his/her/
their signature(s) on the instrument the person(s), or the entity upon the	behalf of which the person(s) acted, executed the instrument.
I certify under PENALTY OF PERJURY under the laws of the State	of that the foregoing paragraph is
true and correct. WITNESS my hand and official seal.	
	Signature
	(Seal)

PART I: AMC INFORMATION - This section MUST be completed.

PART II: INFORMATION TO BE CHANGED - Only complete the sections in *Part II* that are to be changed.

- **1. AMC CHANGES -** *Include any changes to the AMC.*
- CHANGE OF AGENT FOR SERVICE OF PROCESS -- A change of, or changes to an AMC's Agent for Service of Process MUST be notarized by a Notary Public.
- **3. CONTROLLING PERSON(S) CHANGES -** This section covers changes to the Controlling Persons of an AMC:

ADDITION AND REMOVAL OF CONTROLLING

PERSON(S) – List each name of all "Controlling Persons" of the AMC that are being either added or removed to the AMC.

A separate "Appraisal Management Company (AMC) Controlling Person Application" (REA 5002) form and fees must be included for each Controlling Person that is being added unless:

- (a) BREA has an approved Form REA 5002 on file for the newly designated Controlling Person; or
- (b) The new Controlling Person holds an active real estate appraiser license with the BREA.

INFORMATION CHANGE FOR AN EXISTING CONTROLLING PERSON - Show all changes being made to information for an individual Controlling Person.

CHANGE OF DESIGNATED OFFICER - List the name of the new Designated Officer.

A separate "Āppraisal Management Company (AMC) Controlling Person Application" (REA 5002) form and fees must be included for a Designated Officer that is being added unless:

- (a) BREA has an approved Form REA 5002 on file for the newly designated Controlling Person; or
- (b) The new Controlling Person holds an active real estate appraisal license with the BREA.

PART III: CHANGE AND REQUEST DECLARATION -

All changes must be approved by the Designated Officer of the AMC. The Designated Officer <u>MUST</u> complete this section. The definition of Designated Officer can be found at Title 10 of the California Code of Regulations Section 3500(b)(10).

Privacy Information

Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. Each individual has the right to review personal information maintained by this Agency, unless access is exempted by law.

Bureau of Real Estate Appraisers Custodian of Records 1102 Q Street, Suite 4100 Sacramento, CA 95811 Telephone: (916) 552-9000

General powers of the Chief, Sections 11310 and 11313 of the Business and Professions Code authorizes the maintenance of this information. Business and Professions Code Section 30, Chapter 1361, Section 1, requires each real estate appraiser licensee to initially provide to the Bureau of Real Estate Appraisers his or her social security number or individual taxpayer identification number which will be furnished to the Franchise Tax Board. Your social security number or individual taxpayer identification number shall not be deemed a public record and shall not be open to the public for inspection. The Franchise Tax Board will use your number to establish identification exclusively for tax purposes. The Real Estate Appraisers Law or Regulations of the Chief require applicants to provide the Bureau of Real Estate Appraisers with specific information. If all or any part of the required information is not provided, processing may be delayed. In addition, the Chief may suspend or revoke a license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license. The information requested in this form is primarily used to furnish license status information to the Bureau of Real Estate Appraisers, and to answer inquiries and give information to the public on license status, mailing addresses and actions taken to deny, revoke, restrict or suspend licenses for cause. This information may be transferred to real estate appraisal licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, F.B.I.), and any other regulatory agencies (included, but not limited to, Department of Business Oversight, Department of Insurance, Bureau of Real Estate, Department of Consumer Affairs, California Bar Association, Appraisal Subcommittee, California Community Colleges Chancellor's Office).



GOVERNOR EDMUND G. BROWN JR.

BUREAU OF REAL ESTATE APPRAISERS 1102 Q Street, Suite 4100, Sacramento, CA 95811 P 916.552.9000 F 916.552.9007 | www.brea.ca.gov



APPRAISAL MANAGEMENT COMPANY RENEWAL APPLICATION

- Type or print clearly in blue or black ink and provide an original signature.
- · All fees paid must be paid by pre-printed personal check, company check, cashier's check, certified check, money order, or credit card (see form REA 2030 to pay by credit card).
- · By statute, all fees submitted are deemed earned upon receipt.
- Please submit Certificate of Registration renewal fee of \$1,600 with this application.
- Please refer to http://www.brea.ca.gov/html/LicensingFees.html for current license application fees.
- If you have any question, please write to the address listed or call (916) 552-9000,
- Mail completed application, fee and qualifying documentation to:

BUREAU OF REAL ESTATE APPRAISERS 1102 Q Street, Suite 4100 Sacramento, CA 95811

FILE CONTRACTOR	2. AMC Certificate No
	☐ Check if Change
State Zi	o Code
iness Fax Number (optional)	☐ Check if Change
OFFICER	
OFFICER	
	M.I.
	siness Fax Number (optional) OFFICER

▶ Attach to this form the Designated Controlling Officer's completion certificate of the 7-hour National USPAP course taken for this renewal period.

 4. Have you ever used or been known by any name other than, or in addition to, the name listed on this application? If yes, list all success No Yes, explain: 5. Within the last eight years, have you been convicted of, or pled guilty or <i>nolo contendere</i> to any criminal or civil offense its territories, or a foreign country? This includes every citation, infraction, misdemeanor and/or felony, including traffic verthat were adjudicated in the juvenile court or convictions under California Health and Safety Code sections 11357(b), (11360(b) which are two years old should not be reported. Convictions that were later dismissed pursuant to sections 1203.41 of the California Penal Code or equivalent non-California law must be disclosed. If yes, complete "Conviction In addition to completing the "Conviction Details" section below, you must submit a certified copy of the police report or a investigative report and certified copies of the court or administrative agency's docket, complaint, or accusation and judge. 	se in the Uviolations (c), (d), (s, 1203.4, Details' se administragement or	United States s. Conviction (e) or section r. 1203.4a, of section below rative agency of other orde
Within the last eight years, have you been convicted of, or pled guilty or <i>nolo contendere</i> to any criminal or civil offense its territories, or a foreign country? This includes every citation, infraction, misdemeanor and/or felony, including traffic vertex were adjudicated in the juvenile court or convictions under California Health and Safety Code sections 11357(b), (11360(b) which are two years old should not be reported. Convictions that were later dismissed pursuant to sections 1203.41 of the California Penal Code or equivalent non-California law must be disclosed. If yes, complete "Conviction In addition to completing the "Conviction Details" section below, you must submit a certified copy of the police report or a	violations (c), (d), (s, 1203.4, Details'' se administragement or	s. Conviction (e) or section, 1203.4a, consection below rative agency or other orde
 No ☐ Yes, complete "Conviction Details" below. Are there criminal charges pending against you at this time, or are you currently awaiting judgement and sentencing following jury verdict? If yes, please specify the court in which the matter is pending, the case number and charges, and submit a copy of a certified copy of the complaint and docket. ☐ No ☐ Yes, explain: Do you currently hold a professional or vocational license issued by any other governmental agency? If yes, please identify license number and the issuing agency. ☐ No ☐ Yes, explain: Have you ever had a professional or vocational license, certificate or registration denied, suspended, restricted, revoked, surrence been disciplined in any way in this state or any other state? If yes, complete "License Details" section below. In addition to complete "License Details" section below. In addition to complete "License Details" section below. 	y the licer adered or h	nse held, the have you e "License
Details" section below, you must submit a certified copy of the police report or administrative agency's investigative report and court or administrative agency's docket, complaint, or accusation and judgement or other order. No Yes, complete "License Details" below. Controlling Persons Information: List the name of each Controlling Person of the AMC Including the Designated Officer. Refer to AMC Controlling Person App (REA 5002) for a definition of "Controlling Person". Each Controlling Person must complete a Controlling Person Renewal Questionnaire (REA 5013) and attach it to this AMC R	plication	
Designated Officer 1. 2.		
3. 4.		
5. 6.		
7. 8.		
	-	
CONVICTION DETAILS Complete one line for each violation and provide explanation below. If you are unable to provide this information, provide all the requested information y an explanation for the missing information. If the conviction status has been subsequently changed or reduced, note that fact in the area provided for additatachments for additional information should specify which lines you are referring to. EACH ADDITIONAL SHEET MUST BE SIGNED BY THE A. *CODE SECTION VIOLATED (i.e., 1014, 484, ETC) *** DISPOSITION (i.e., PROBATION, PAROLE, FINE, PENDING, ET *** DISMISSED (pursuant to sections, 1203.4, 1203.4a, or 1203.41 of the	ditional info. APPLICAN ETC.)	ormation. IT.
Court of Conviction Arresting Agency Date of Type of Conviction ** Code Section ** Code Violated *** Disposition Name and Address Conviction Name and Address Conviction Name and Address Code Violated *** Disposition Name and Address Name and Address Code Violated *** Disposition Name and Address Name and Address Code Violated *** Disposition Code Violated *** Dispos	Case Number	****Dismissed
Example: Sacramento Sacramento City Police City 456 Main St., Sac 123 Main St., Sac 123 Main St., Sac 02/20/12 Misdemeanor 23152 Vehicle Code 6 months probation and \$200 fine 123 Main St., Sac 123 Main		☐ Yes ☒ No
Felony Other Misdemeanor		☐ Yes ☐ No
☐ Felony ☐ Other ☐ Misdemeanor		☐ Yes ☐ No
☐ Felony ☐ Other ☐ Misdemeanor		☐ Yes ☐ No
ADDITIONAL INFORMATION: SPECIFY WHICH LINES YOU ARE REFERRING TO, ATTACH EXTRA SHEETS IF MORE ROOM IS NEEDED, EACH ADDITIONAL STANDARD OF THE PROPERTY OF THE	SHEET MUS	ST BE SIGNED.
LICENSE DETAILS	The state of	
Action (resolver), etc.) Date of Astion Date Action Terminated Code Section Violated	d	
ADDITIONAL INFORMATION: ATTACH EXTRA SHEETS IF MORE ROOM IS NEEDED. EACH ADDITIONAL SHEET MUST BE SIGNED.		
I certify under penalty of perjury that the foregoing information and information provided on all attachments is true and correct and each question fully and truthfully and without any purpose of evasion. I understand that providing false information is grounds for of any license and may subject me to disciplinary action and/or criminal prosecution. Signature Date	nd that I ha for denial o	ave answere or revocation

PART A - AMC INFORMATION

- 1. NAME The name of the appraisal management company.
- AMC CERTIFICATE NUMBER The certificate number issued to your AMC by BREA.
- MAILING ADDRESS The AMC's address of record.The information required is a matter of public record.
- 4. BUSINESS TELEPHONE NUMBER The AMC's business telephone number. The information required is a matter of public record.
- 5. BUSINESS FAX NUMBER The AMC's business fax number. (optional)
- **6. BUSINESS EMAIL ADDRESS -** The AMC's Email address. (optional)

PART B - DESIGNATED OFFICER INFORMATION

- 1. NAME Your name as it appears on your AMC certificate.
- 2. TITLE Your title within the AMC.
- PROOF OF USPAP COMPLETION Attach to this form the Designated Officer's completion certificate of the 7-hour National USPAP course taken for this renewal period.
- 4.-8. BACKGROUND QUESTIONS Please answer all of these questions and attach any required additional information to this application.
- 9. CONTROLLING PERSONS INFORMATION List each name of all "Controlling Persons" of the AMC Including the Designated Officer. Refer to Business and Professions Code Section 11302(f) for a definition of "Controlling Person".
 - **SIGNATURE OF APPLICANT** Original signature and date required.

FEES

Application Review Fee Registration Fee \$150

\$1600

Privacy Information

Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. Each individual has the right to review personal information maintained by this Agency, unless access is exempted by law.

Bureau of Real Estate Appraisers Custodian of Records 1102 Q Street, Suite 4100 Sacramento, CA 95811 Telephone: (916) 552-9000

General powers of the Chief, Sections 11310 and 11313 of the Business and Professions Code authorizes the maintenance of this information. Business and Professions Code Section 30, Chapter 1361, Section 1, requires each real estate appraiser licensee to initially provide to the Bureau of Real Estate Appraisers his or her social security or individual taxpayer identification number which will be furnished to the Franchise Tax Board. Your social security or individual taxpayer identification number shall not be deemed a public record and shall not be open to the public for inspection. The Franchise Tax Board will use your number to establish identification exclusively for tax purposes. The Real Estate Appraisers Law or Regulations of the Chief require applicants to provide the Bureau of Real Estate Appraisers with specific information. If all or any part of the required information is not provided, processing may be delayed. In addition, the Chief may suspend or revoke a license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license. The information requested in this form is primarily used to furnish license status information to the Bureau of Real Estate Appraisers, and to answer inquiries and give information to the public on license status, mailing addresses and actions taken to deny, revoke, restrict or suspend licenses for cause. This information may be transferred to real estate appraisal licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, F.B.I.), and any other regulatory agencies (including, but not limited to, Department of Business Oversight, Department of Insurance, Bureau of Real Estate, Department of Consumer Affairs, California Bar Association, Appraisal Subcommittee, California Community Colleges Chancellor's Office).



BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY GOVERNOR FOMUND & BROWN IR

BUREAU OF REAL ESTATE APPRAISERS 1102 Q Street, Suite 4100, Sacramento, CA 95811 P 916.552,9000 F 916,552,9007 | www.brea.ca.gov



BREA USE ONLY

APPLICATION FOR RECIPROCAL LICENSE

- Type or print clearly in blue or black ink and provide an original signature.

 All fees paid must be paid by pre-printed personal check, company check, cashier's check, certified check, money order, or credit card (see form REA 2030 to pay by credit card)

 By statute, all fees submitted are deemed earned upon receipt.

 All out-of-state addresses require a completed and notarized Consent to Service of Process (REA 3006).

- Please refer to http://www.brea.ca.gov/html/LicensingFees.html for current license application fees,
- If you have any questions please write to the address listed or call (916) 552-9000.
- Mail completed application, fee and qualifying documentation to: BUREAU OF REAL ESTATE APPRAISERS

1102 Q Street, Suite 4100 Sacramento, CA 95811

	PART A	A - APP	LICAN	T INFORMAT	ON				
Check this box if you are curren Check this box if you are marrie active duty in California (Please	• 0								
1. Level of License for wh	ich you are applyin	g				"Turk"			
☐ Residential License \$485 ☐ Certified Residential \$535					Certified General \$535				
2. State of Issuance of License			3. License Number		4. Licer	4. License Expiration Date			
						V			
5. Name		II, IXII							
Last			First				Middle		
6. Gender	7. Height	8. Wei	ght	9. Eye Color	10. Hai	r Color	11. Birthdate		
☐ Male ☐ Female									
12. Driver's License Number 13. Social Security / Taxpayer ID Number				er		F20 53			
	State								
14. Business Name			- 115						
15. Mailing Address (Add	ress of Record)								
Address									
City				County	State	Zip	Code		
16. Business Telephone N	16. Business Telephone Number 17. Residence Telephone N			Number					
18. Email Address (option	al)	- 1 ² , 121			1 10	(// [*] E)/ (19. Color Pho	oto	
							IMPORTA	ANT	
20. Please Answer the Fol	lowing Questions						,,		
A. Have you previously submitted an application to BREA?				1.	1. SIGN (on the back) of the 2" x 2" color				
□ No □ YesB. Do you currently hold, or have you previously held a California Real Estate Appraiser license?						passport			
B. Do you currently hold, or have you previously held a California Real Estate Appraiser license: No Yes, License Number					quality.				
					2.	2. Staple <u>HERE</u> .			

15					CANT BACK						
1.		_		my name oth	er than, or in addit	ion to, the name	listed on Part A	of this application?			
		☐ Yes, exp								c 1	
	jury verdict? If ye and a certified co	es, please speopy of the cor Yes, expl	cify the co nplaint an ain	ourt in which d docket.	is time, or are you the matter is pend:	ing, the case nun	nber and charges,	and submit a copy	of the po	lice re	a or port
3.	foreign country? convictions that section 11360(b) sections, 1203.4, Details" section because of the certified copies o	This include were adjudic which are to 1203.4a, or 1 below. In add f the compla Yes, com	s every cit ated in the vo years ol 203.41 of lition to coint and juct plete "Con	ation, infracti e juvenile cou d, or traffic ir the California ompleting the lgment or the nviction Deta	ils" below.	and/or felony, in ler California He ; in a fine of \$500 uivalent non-Cal ls" section below	cluding traffic vio alth and Safety Co or less. Convictio lifornia law must l , you must submit	lations. You are no ode sections 11357 ons that were later be disclosed. If yes t a certified copy o	ot required (b), (c), (dismissed s, complet f the polid	I to repd), (e) I pursue "Conce repo	or uant to eviction ort and
4.	held, the license	number and	the issuiną	g agency.	cense issued by any		gency other than	BREA? If yes, plea	se identif	y the li	cense
5.	Have you ever ha in any way in this below, you must administrative ag	ad a profession s state or any submit a cert gency's docke	onal or voc other stat ified copy et, complai	ational licens e? If yes, com of the police	e, certificate or reg plete "License Deta report or administ ion and judgment	istration denied, ails" section belo trative agency's ir	w. In addition to o	completing the "Li	cense Det	ails" se	ection
9 =	W 1 - L 12				CONVICTIO						l extr
Att	mplete one line for ea explanation for the m achments for addition DDE SECTION VIOLAT ODE VIOLATED (i.e., V	issing informat nal information ED (i.e., 1014, 484	ion. If the co should spec , ETC)	onviction status cify which lines	v. If you are unable to has been subsequentl you are referring to. E	y changed or reduce ACH ADDITION. *** DISPOSITION **** DISMISSED (ed, note that fact in the AL SHEET MUST B N (i.e., PROBATION, PA pursuant to sections, 120	ie area provided for ac E SIGNED BY THE ROLE, FINE, PENDING 3.4, 1203.4a, or 1203.41 of	APPLICA ,ETC,)	NT.	on.
	urt of Conviction ime and Address)	Arresting (Name and		Date of Conviction	Type of Conviction	* Code Section Violated	** Code Violated		Case Number	****D	ismissed
Ex	ample: Sacramento ty. 456 Main St., Sac	Sacramento 123 Main	City Police St., Sac	02/20/12	☐ Felony ☐ Other ☐ Misdemeanor	23152	Vehicle Code	6 months probation and \$200 fine	1234	☐ Yes	D No
ĥ					☐ Felony ☐ Other ☐ Misdemeanor					☐ Yes	□ No
2					☐ Felony ☐ Other ☐ Misdemeanor					☐ Yes	□ No
3.					☐ Felony ☐ Other ☐ Misdemeanor						□ No
ADD	ITIONAL INFORMAT	ION: SPECIFY V	WHICH LINE	S YOU ARE REF	ERRING TO, ATTACH I	EXTRA SHEETS IF MO	ORE ROOM IS NEEDE	D. EACH ADDITIONA	L SHEET M	UST BE	SIGNED,
										_	
										-	
		_				Spm. N.S			ME COL		
Type of	License	107.00	License ID No.		LICENSE	DETAILS License Expiration Date		State			
Action (revoked, etc.)		Date of Action			Date Action Terminated		Code Section Viola	ited		
		ATTANA ATTACAN	NAME OF THE PARTY.	TEN CODE DOON (I	NEEDED EACH ADDITI	ONAL CLIEFT MUST BE	SICNED AND DATED				
	ADDITIONAL INFORMA	ATION: ATTACHT	XIKA SHEETS	IF NORE ROOM IS	S NEEDED, EACH ADDITIO	ONAL SHEET MOST BE	SKITED THE DATED.				
I cert	at any participating Non-California a sifty under penalty ered each question	fornia requir ng LiveScan l pplicants mu of perjury n fully and t	st have the that the fruthfully a	ing form BCI http://caa eir fingerprint oregoing info and without a	bmit for a backgro 18016. For a list of g.state.ca.us/fingers taken on two FD-prmation, and information and of evary action and/or of	LiveScan fingerp prints/publication -258 (Rev. 9-9-13 primation providusion, I understan	rinting locations, ins/contact.htm cards and should ded on all attachm d that providing	please visit: d submit both with nents, is true and	this appli	cation.	at I have
Signa REA	ature 3025 (Revised 01/0	1/2017) page:	2 of 3					Date			

INSTRUCTIONS

PART A

- APPLICATION LEVEL Mark the box for the level for which you
 wish to apply. Mark one box only. You may not apply for a license level
 higher than the level currently held in your issuing state.
- STATE OF ISSUANCE OF LICENSE Name of the state in which your current license was issued.
- 3. LICENSE NUMBER Your current license number.
- 4. LICENSE EXPIRATION DATE The Expiration date of your current license
- 5. NAME Your name.
- 6. SEX Mark the appropriate box.
- 7. **HEIGHT** Your height in feet and inches. Example: 5'8"
- 8. WEIGHT Your weight in pounds. Example: 150 lbs.
- 9. EYE COLOR Do not abbreviate.
- 10. HAIR COLOR Do not abbreviate.
- 11. BIRTHDATE Your date of birth. (mm/dd/yyyy)
- DRIVER'S LICENSE NUMBER Your driver's license number, including the issuing state.
- 13. SOCIALSECURITY/TAXPAYERIDENTIFICATIONNUMBER-Enter your social security or individual taxpayer identification number. BREA cannot issue a permit without a Social Security or Individual Taxpayer Identification Number.
- 14. BUSINESS NAME The name of your business or employer name. The information required is a matter of public record.
- 15. MAILING ADDRESS Your address of record. The information required is a matter of public record.
- **16. BUSINESS TELEPHONE NUMBER** Your business telephone number. The information required is a matter of public record.
- 17. RESIDENCE TELEPHONE NUMBER Your home telephone number.
- 18. EMAIL ADDRESS Your email address.
- 19. COLOR PHOTO One color 2" x 2" photo of passport quality, of your head and shoulders only, is required. The photo must have been taken within the last 60 days. Sign and date (in ink) on the back of the photo. Staple on the space provided.
- 20. QUESTIONS -

A. Mark "yes" if you have previously submitted an application to BREA. B. If you currently or have previously held a California Real Estate Appraisers license, mark "yes" and provide the license number in the space provided.

PART B

1-5. BACKGROUND QUESTIONS - Answer all of these questions and attach any required additional information to this application.

BACKGROUND CHECK - California resident applicants must have their fingerprints taken at any participating LiveScan location using form *BCII 8026*. Non-California residents must have their fingerprints taken on two *FD-258* (*Rev. 9-9-13*) cards and submitted with this application.

SIGNATURE OF APPLICANT - Original signature and date required.

Privacy Information

Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. Each individual has the right to review personal information maintained by this Agency, unless access is exempted by law.

Bureau of Real Estate Appraisers Custodian of Records 1102 Q Street, Suite 4100 Sacramento, CA 95811 Telephone: (916) 552-9000

General powers of the Chief, Sections 11310 and 11313 of the Business and Professions Code authorizes the maintenance of this information. Business and Professions Code Section 30, Chapter 1361, Section 1, requires each real estate appraiser licensee to initially provide to the Bureau of Real Estate Appraisers his or her social security number or individual taxpayer identification number which will be furnished to the Franchise Tax Board. Your social security number or individual taxpayer identification number shall not be deemed a public record and shall not be open to the public for inspection. The Franchise Tax Board will use your number to establish identification exclusively for tax purposes. The Real Estate Appraisers Law or Regulations of the Chief require applicants to provide the Bureau of Real Estate Appraisers with specific information. If all or any part of the required information is not provided, processing may be delayed. In addition, the Chief may suspend or revoke a license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license. The information requested in this form is primarily used to furnish license status information to the Bureau of Real Estate Appraisers, and to answer inquiries and give information to the public on license status, mailing addresses and actions taken to deny, revoke, restrict or suspend licenses for cause. This information may be transferred to real estate appraisal licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, F.B.I.), and any other regulatory agencies (included, but not limited to, Department of Business Oversight, Department of Insurance, Bureau of Real Estate, Department of Consumer Affairs, California Bar Association, Appraisal Subcommittee, California Community Colleges Chancellor's Office).



	OREA USE ONLY	Type Remit		
Rec'd	DSS		CC'	
App Rev	Overpay		MO	
FP	Misc		PO	

REQUEST FOR TEMPORARY PRACTICE PERMIT

Read All Directions On the Reverse Side Prior To Completing This Form.

I. Type of A	olication (Mark one box o	only)		/	
	Laruse	Centified Residential		Ceiti	fied General
	s up to a consultion value of ar \$1,000,000, non-complex	Any residential, 1 = 4 units, without regard t complexity or transaction value	o /		thout regard to type aty or value
2. Name to A	Appear on Per vit	Trues	/	M	idale
3. Business N	Name and Address of Recor	rd (Do not list a P.O. Box, Rural Route or Star R	(ite)		
Name of Business		Stunder Street and State Number			
Сих		Crionis	State	Ziji Cride	
4. Mailing A	ddress				
Number Street and St	ture Mumber				
Cusc		1140(5)	State	App Confe	
5. Physical H	Iome Address (Do not list a P.0	O. Box, Rural Roste of Star Route)			
Number Street and St	uite Numbei	X			
Cav		Comus	State	App Combe	
6. State Curre	ently Licensed 7. Ex	spiration Date 8. Business Telephone	Number	9. Home Telep	hone Number
				()	
10. Social Se	curity Number	1. Driver's License Number	12	2. Date of Birth	
	/				
13. Current o	r Expired California Peal F	Estate Appraisers License			
None	Yes	1,6 23/2 2(10)			
((name). d	ecure unde	er penalty of perj	ary that the foregoing
and without any prevocation of any I	urpose of evasion or ment license and may subject me	ttachments is true and correct and that I tal reservation. I understand that provi e to disciplinary action and/or criminal	iding Nse	information is g	rounds for denial or
state prison for 2, 3 Executed this		at			(city or county)
/		Signature			
,		Name (please print)			
MUST BE SIGNI	ED AND CERTIFIED BY	A NOTARY PUBLIC IF EXECUTE	D OUTSID	E THE STATE	OF CALIFORNIA
		OREA USE ONLY	Commen		
Lic.⁼Γγρe: Sig:	Con to Serv: Let G stnd:	Let Eng:	Permit Is	ssued By:	Date:

READ THE FOLLOWING INFORMATION PRIOR TO COPMLETING THIS FORM

- Do not write in the shaded areas.
- wpc or write clearly in blue or black ink
- Applications must be legible and contain an original signature
- Submit a separate application for each permit requested.
- Submit an \$80 fee for each permit requested. In addition a \$10 child support review fee is required for each application.
- All fees must be paid by he printed personal check, company check cashier's check, certified check, money order or government purchase order
- Fees cannot be refunded. By statute all fees submitted are deemed earned upon receipt.
- Out-of-state addresses require a completed and notarized Consent to Service of Process (REA 3006).
- Submit a certified letter of license history from the issues state or territory which is not more than 30 days old.

- Should the applicant's home state ficense expire less than one year form the issuance date of the Temporary Practice Permit, the term of the Temporary Practice Permit shall be extended for up to one year from it's initial date of issuance upon proof of renewal of the applicant's home state license. The term of the Temporary Practice Permit shall not be extended beyond one year from the initial date of issuance
- Submit a copy of the letter of engagement, contract or other document provided to you by the institution or individual as evidence of the work to be performed. If the assignment was entirely verbal describe in writing the appraisal assignment to be performed.
- Sign and date this form prior to submittal.
- If you have any questions, please write to the address listed below or call (916) 552-9000.
- Mail completed application, all fees and required documents to:

OFFICE OF REAL ESTATE APPRAISERS 1102 Q Street, Suite 4100 Sacramento, CA 95811

INSTRUCTIONS

- 1. TYPE OF APPLICATION -- Mark the box for he permit you wish issued. Your license from the issuing state or territory must equal or exceed the level for which you are applying.
- 2. NAME TO APPEAR ON PERMIT Your name as you wish it to appear on the permit.
- **3. BUSINESS ADDRESS OF RECORD** The name of your business or employer name The physical business address of record. Do not list a P.O. Box. R ral Route or Star Route. Information required is public record.
- **4. MAILING NAME AND ADVRESS OF RECORD** -- Your mailing address if different than the business address. Information required is public record.
- **5. PHYSICAL HOME ADDRESS** The physical location of your home address. Donot list a P.O. Box. Rural Route or Star Route
- **6. STATE CURRE TLY LICENSED** The state or states in which you currently hold a real estate appraisal license

- 7. EXPIRATION DATE -- The expiration date of your current license.
- **8. BUSINESS TELE HONE NUMBER** -- Your business telephone number. Information required is public record.
- 9. HOME TELEPHONE NUMBER -- Your home telephone number.
- 10. SOCIAL SECURITY NUMBER Your social security number is mandatory. OREA cannot issue licenses with out a social security number issued by the U.S. social Security Administration (Business and Professions Code 1 (340)).
- 11. DRIVER'S LICENSE NUMBER -- Your driver's license number and the state of issuance
- 12. DATE OF BIRTH Your date of birth
- 13. PREVIOUS CALIFORNIA APPRAISER LICENSE -- Indicate if you have ever held a California Appraiser License. If the answer is "yes", list the license number.



	OREVESEONIA	TYPE REMIT
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Exam	FP	EL NO
OVERPAY		LI PO

INITIAL APPLICATION

Read All Directions Prior to Completing This Application

PARTA						(F)
Application Level	(mark only one	box)				
Framee License	Resident	ial License	e Certi	fied Residential	Certifi	ed General
2. Name						
Last			First		Middle	
3. Sex		4. Height	5. Weight	6. Eye Colo	r 7. Hair Color	8. Birthdate
Male	Feynle					
9. Drivers License N	umber	10. Social Sec	curity Number	1. Addition	al Social Security	Numbers
					12	
12. Business Name a	nd Address of Acco	ord	(Do not list a	P.O. Box. Rural R	oute or Star Route)	
Name of Business	1	Number	r. Street and suite	Number		
City		County		State	Zip Cod	e
13. Mailing Address		_				
Number. Street and Suite N	Vumber	-				
City		Cong		State	Zip Cod	la Fa
			1			
14. Physical Home A Number, Street and Suite 8		/_	(Do not list a	P.O. Box, Rural Ro	oute or Star Route)	
	variabe)					
City	<i>Si</i>	County		State	Zip Cod	e
15. Business Telepho	ne Number		16. Home	dephone Numbe	r	
()			()			
17. Color Photo	18. Ple	ase Answer th	ne Following	Questions		
Important - please n	note:	Have you previo	ously submitted an No	application to ORE Yes	Α?	
l Please <u>SIGN</u> (across	the B	Do you currently	y of have you prev	rously held a Carto	rnia Real Estate Appra	isers license?
bottom) two 2" x 2"			No	Yes Lice	n Number	
photos of passport qui	100	T) t			state opraisers licens	
		Do you currently	or nave you prev	nously neid a Real E	state opraisers ficens	se in another state?
2. Paste one HERE			No	Yes	State	
3. Paperclip the other to	the			Lice	nse Number	
front of this documen		If yes, an out of been made	state letter of licer No	ise history must be f Yes	orwarded. Please in	cate if the request has
/		FOR OR	EA USE ONLY		Comments	
Prints: Y N A Initial App: Y N N A	FI YNNA Resolved YNNA		C// (301. 1/14E)			
BI Complete N N N N N N N N N N N N N N N N N N	FU YN VA				By: INITIAL REQ M	Date ET

PART B-APPLICANT BACKGROUND INFORMATION

INSTRUCTIONS

- YOU MUST ANSWER EACH OF THE FOLLOWING QUESTIONS BY WRITING "YES" OR "NO", WHICHEVER IS TRUE, ANTER EACH QUESTION.
- YES" ANSWERS MUST BE EXPLAINED ON A SEPARATE SHEET OF PAPER WHICH YOU MUST ATTACH.
- FAILUNE TO ANSWER ALL QUESTIONS OR FAILURE TO ANSWER ANY QUESTION TRUTHFULLY MAY RESULT IN THE DELAY OF DENIAL OF YOUR APPLICATION.
 PROVIDING FALSE INFORMATION MAY ALSO SUBJECT YOU TO DISCIPLINARY ACTION OR CRIMINAL PROSECUTION.

	The state of the s
١	Have you ever used or been known by any name other than, or in addition to, the name based on the reverse side of this application? If yes, list all such other names.
	Applicant's answer
2.	Have you resided outside the State of California at any time during the past 5 years? If yes, list all addresses at which you resided outside of California during this period.
	Applicant's answer
3	Have you ever been convicted in Californix or anywhere else of a criminal offense other than a minor traffic offense? If yes, please indicate all such offenses including the date and location of conviction. For purposes of this question, a minor traffic offense is one for which the maximum fine which could have been imposed is \$100 or less. To expedite review of your application, please attach a copy of the police report and a certified copy of the the court docket, complaint and judgement showing the final disposition (sentence) of the case. NOTE: Termination of probation and dismissal of the matter pursuant to Penal Code Section 1203 4 does not relieve you of the requirement to disclose any conviction when applying four license issued by the Office of Real Estate Appraisers.
	Applicant's answer
4	Are you now or have you ever been placed on probation or parole of terms which restricted or limited your contact or dealings with any financial or real estate related activity or business or otherwise restricted your acting in a fiduciary capacity? To expedite review of your application, please attach a certified copy of the court records, including the complaint, complete docket, judgement and sentence, and probation report and attach a copy of the policy report(s) and/or investigating agency records.
	Applicant's answer
Š	Have you ever been prohibited from participating in the affairs of any insured depository institution pursuant to Section 19(a) of the Federal Deposit Insurance Act?
	Applicant's answer
6	Do you presently have criminal charges pending before any court of law? If so, please specify the court in which the matter is pending, the case number and charges and submit a copy of the police report, and a certified copy of the complaint and docket.
	Applicants's answer
7	Do you currently holds professional or vocational license issued by any other governmental agency? These, please identify the license held, the license number and the issuing agency. Applicant's answer
8	Have you ever been disciplined or had a penalty imposed by any governmental agency, including OREA, with respect to your activities as a ficensee of that agency? Allach a copy of the police report(s) and/or investigating agency records.

Applicant's answer

APPLICANT DECLARATION

Executed this	day of	at	(eity or cour
,		(state)	
		Signature	
UST BE SIGNED BEFO	ORE AND CERTIFIED	Name (please print) BY NOTARY PUBLIC IF EXECUTED O	UTSIDE THE STATE OF CALIFORN
		X	

READ THE FOLLOWING INFORMATION BEFORE COMPLETING THE INITIAL APPLICATION

- No not write in the shaded areas.
- Type or print clearly in blue or black ink.
- Applications must be legible and contain an original signature.
- All fees must be paid by pre-printed personal check, company check, cashier check, certified check, money order, or government purchase order.
- Fees cannot be refunded. By statute, all fees submitted are deemed earned upon receipt.
- All out-of-state addresses returns a completed and notarized Consent to Service of Process (REA 3006).
- Answer all questions on this application and sign and date page three of this application prior to submetal.
- If you have any questions, please write to the address listed below or call (916) 552-9000.
- Mail completed application, necessary fees and qualifyin documentation to:

OFFICE OF REAL ESTATE APPRAISERS 1102 Q Street, Suite 4100 Sacramento, CA 95811

FEES

Application Review \$150
Background Investigation \$70
Total Initial ces \$220

- Examination fees are paid directly to the examination test center at the tiple of the examination.
- An optication for Issuance of License (REA 3008) and license is unnee fees are required after successfully passing the xamination

INSTRUCTIONS PART A

1. APPLICATION LEVEL--Mark the box for the level for which you wish to apply or upgrade Mark one box on

Trainee License--Requires an *Education Attention* (REA 3002) and documentation supporting 150 hours of education not over 5 years old

Residential License—Requires an *Education Attachment* (REA 3002) and documentation supporting 150 hours of education. In addition, an *Experience Log* (REA 3004) and *Experience Log Summary* (REA 3003), supporting 2000 hours & 12 months appraisal experience, are required.

Certified Residential--Requires at Education Attachment (REA 3002) and documentation supporting 250 hours of education. In addition, an Experience Log (REA 3004) and Experience Log Summary (REA 3003) supporting 2500 hours and 2 1/2 years appraisal experience, are required.

Certified General--Requires an *Education Attachment* (REA 3002) and documentation supporting 300 hours of education. In addition, an *Experience Log* (REA 3004) and *Experience Log Summary* (REA 3003), supporting 2-1/2 year and 3000 hours of experience, of which 1500 hours must be non-residential experience, are required.

NOTE: Education for all levels must include 15 hours on the Uniform Standards of Precessional Appraisal Practice (USPAP).

- NAME--Your legal name
- 3. SEX-Vark the appropriate box
- 4. HEIGHT—Your height in feet and inches Example, 5'8"
- 5. WEIGHT--You weight in pounds. Example 130 lbs
- 6. EYE COLOR -- Donot abbreviate
- 7. HAIR COLOR-- Do no abbreviate
- 8. BIRTHDATE-Your date of birth (mm/dd/yy).
- 9. DRIVER'S LICENSE NUMBER—Your driver's license number, including the issuing state
- 10. SOCIAL SECURITY NUMBER—Your social security number is mandatory. OREA cannot issue licenses without a social security number issued by the U.S. Social Security Administration (Business and Professions Code Section 11340).

READ THE FOLLOWING INFORMATION BEFORE COMPLETING THE INITIAL APPLICATION

- 11. ADD TIONAL SOCIAL SECURITY NUMBERS--All additional social security numbers issued for any reason.
- 12. BUSINESS (AME AND ADDRESS OF RECORD--The name of your business or imployer name. Your physical business address of record is mandatory information. Do not list a P.O. Box, Rural Route or Star Route. If a physical address is not available, indicate the physical location (i.e., the nearest in ersection and distance from it). If a business address is not available your physical residence address may be provided. Please Note: The information equired is public record.
- 13. MAILING ADDRESS--Your hailing address, if it is different from your business address. The information required is public record.
- 14. PHYSICAL HOME ADDRESS—The physical location of your home address. Do <u>not</u> list a P.O. Box. Rural Route or Star Route. If a physical address is not available indicate the physical location (i.e., the nearest intersection and distance from it).
- 15. BUSINESS TELEPHONE NUMBER--Your business telephone number. The information required is public record.
- 16. HOME TELEPHONE NUMBER--Your home telephone number
- 17. COLOR PHOTO--Two color 2" x 2" photos of passport quality.

 your head and shoulders only, are required. Paste one on the space provided. Paperclip the other to page one of this application. Sign and date both photos in ink across the lower portion of the photo. The photos must have been taken within the last 60 days.

QUESTION 18.

- A, Mark "yes" if you have previously submitted an application to OREA.
- **B.** If you currently or have previously held a California Real Estate Appraisers license, mark "yes" and provide the license number in the space provided.
- C. If you currently or have previously held a real estate appraisers license in another state mark "yes". Write the license number, expiration date and the state it was issued in on the space provided.

Applicants who submit a letter of license history, not more than 30 days old, which shows current license status in good standing in another state, and have not been found to be out of compliance with federal requirements, are not required to take an examination in California provided the level for which they are applying is equivalent to the license level noted in the letter of license history.

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OVERPAY	STATE REG	□ PO
	E D	

APPLICATION FOR RECIPROCAL LICENSE

PART A Read All	Directions Prior to	Completing Th	is Application	
License Level in Resident State)
☐ Traince License ☐ Residential	License Certif	ied Residential	Certified General	Othe
2. Level of License for which you	are Applying			
	sidential License	Certific	ed Residential	Certified General
3. State of Issuance of License	4. Li	cense Number		5 License Expiration Date
6. Name				
Last		First		Middle
7. Sex	8. Height	9. Weight	10. E e Color	11. Hair Color 12. Birthdate
Male Female				
13. Driver's License Number	14. Social Se	curity Number	15. Additional	Social Security Numbers
16. Business Name and Address of		(Do Not Lest a l	P.O. Box, Rural Ro	ute or Star Route)
Name or Business	Numbe	r, Street and Suite N	lumber	
City	County		State	Zip Code
17. Mailing Address			AT A CUIT OF IN	a vonske
Number, Street and Suite Number				
City	County		State	Zip Code
18. Physical Home Address		(Do Not List a I	P.O. Box, Rural Ros	ite or Star Route)
Number, Street and Suite Number				· · · · · · · · · · · · · · · · · · ·
City	County	1	State	Zip Code
19. Business Telephone Number		20. Nome Tele	ephone Number	
()				
21. Color Photo	Please Answer	the Following C	Duestions	
511 0010, 1 11010	2 Total Paris	the renowing	destrons	
/ A	Have you previ	ously submitted an a	pplication to OREA?	
Submit two signed 2 x 2 color photos		No 🗌	Yes	
of passport quality B.	Do you currentl	y or have you previo	ously held a valifornia	a Real Estate Appraisers license?
Place one here		No 🗌	Yes License	Number:
Danasa lia sha ashar ta da faara af shia				
Paperclip the other to the front of this document				1
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nitial App. Y N Resolved Y N				and The second second
BIO complete: Y N F/U Y N Cons to Serv: Y N Resolved Y N	I N/A I N/A			By: Date: INITIAL REQ MET

APPLICANT BACKGROUND INFORMATION

INSTRUCTIONS

- YOU MUST ANSWER EACH OF THE FOLLOWING QUESTIONS BY WRITING "YES" OR "NO", WHICHEVER IS TRUE, AFTER MICH QUESTION.
- ALL "YES ANSWERS MUST BE EXPLAINED ON A SEPARATE SHEET OF PAPER WHICH YOU MUST ATTACH.
- FAILURE TO ANSWER ALL QUESTIONS OR FAILURE TO ANSWER ANY QUESTION TRUTHFULL MAY RESULT IN THE DELAY OR DENIAL OF YOUR APPLICATION.
 PROVIDING FALSE INFORMATION MAY ALSO

	RROVIDING PACTE INFORMATION MAY ALSO SUBJECT YOU TO DISCIPLINARY ACTION OR CRIMINAL PROSECUTION
ı	Have you ever used or been known by any name other than, or in addition to, the name listed on the reverse side of this application? yes list all such other names.
	Applicant's answer
2	Have you resided outside the State of California at any time during the past 5 years? If yes, list all addresses at which you resided outs of California during this period.
	Applicant's answer
3.	Have you ever been convicted in California or anywhere else of a criminal offense other than a minor traffic offense? If yes, please indicate all such offenses including the date and location of conviction. For purposes of this question, a minor traffic offense is one which the maximum fine which could have been imposed is \$160 or less. To expedite review of your application, please attach acopy of the police report and a certified copy of the court docket, complaint a judgement showing the final disposition (sentence) of the case. NOTE: Termination of probation and dismissal of the placer pursuant to Penal Code Section 1203.4 does not relieve you of the requirement to disclose any conviction when applying for a license issued by the Office of Real Estate Appraisers.
	Applicant answer
4.	Are you now or have you ever been placed on probation or parole on terms which restricted or limited your contact or dealing with a financial or real estate related activity or business or otherwise restricted your acting in a fiduciary capacity? To expedite review of your application, please attach a certified copy of the court records, including the complaint, complete docked docket, judgement and sentence, and probation report and attach a copy of the police report(s) and/or investigating agency records.
	Applicant's answer
5.	Have you ever been prohibited from participating in the affairs of any insured depository institution pursuant to Section 19(a) of the Federal Deposit Insurance Act
	Applicant's answer
6.	Do you presently have oriminal charges pending before any court of law? If so, please specify the court in which the matter is pending the case number and charges and submit a copy of the police report, and a certified copy of the complaint and docket.
	Applicants's answer
7.	Do you currently hold a professional or vocational license issued by any other governmental agency? If yes, please identify the license held, the license number and the issuing agency.
	Applicant's answer
8.	Have you ever been disciplined or had a penalty imposed by any other governmental agency with respect to your activities as a licer of that agency? Attach a copy of the police report(s) and/or investigating agency records.
	Applicant's answer
EA 302	

READ THE FOLLOWING INFORMATION BEFORE COMPLETING THE INITIAL APPLICATION

Any license issued pursuant to this application shall terminate automatically if the Appraisal Subcommittee of the Federal Financial Institutions Examination Council finds either state not to be in compliance with Appraisal Subcommitte guidelines.

In the event his agreement is terminated by either state:

- Any license issued pursuant to this application shall be void as
 of its current expiration date and shall not be subject to renewal;
 and
- * No new license shall be issued pursuant to this application subsequent to receive of a 30 day notice of termination of the reciprocity agreement between California and the applicant's state of residence.
- Reciprocal licenses are not "renewable." However, if you renew your license in your home state you may apply for a new reciprocal license in California.
- In the event you subsequently become a esident of California after the issuance of a reciprocal license, you may apply for a California Real Estate Appraiser License by submitting an *Initial Application* (REA 3001), paying all required fees, and meeting all qualifying requirements in effect at the time of application.
- Do not write in the shaded areas.
- Type or print clearly in blue or black ink.
- Applications must be legible and contain an original signa un

- California applicants not currently licensed by the Office of Re Estate Appraisers are required to submit two pmpleted finge cards (BID 7).
- Submit a Certificate of License Histor or its equivalent, not mo than 30 days old, from your resident state.
- Submit a completed and notarized Consent to Service of Proce (REA 3006).
- All fees must be paid by pre-printed personal check, company chec cashier's check, certified check, money order or governme purchase order.
- Fees cannot be refunded. By statute, all fees submitted are deemsearned upon receipt.
- Answer all questions on this form and sign and date on page thr
 of this application prior to submittal.
- If you have any questions, please write to the address listed belowcall (916) 263-0722.
- Mail completed application, necessary fees and qualifying documentation to:

OFFICE OF REAL ESTATE APPRAISERS 1755 Creekside Oaks Drive, Suite 190 Sacramento, CA 95833

INSTRUCTIONS

DEES

Trainee or Residential License

		111
Application Review	\$	150.00
Issuance (per year)	\$	50.00
Child Support Review	ß	10.00
Background Investigation	\$	70.00
Federal Registry (per year)	\$	25.00
Federal Registry Processing	\$	25.00

Certified Residential or Certified General License

Application Keview	\$ 150.00
Issuance (Ser year)	\$ 187.50
Child Support Review	\$ 10.00
Background Livestigation	\$ 70.00
Federal Regis ry (per year)	\$ 25.00
Federal Registry Processing	\$ 25.00

TE: Issuance fees and Federal Registry fees are required for each ar or partial year remaining on the term of your home state license.

- 1. ICENSE LEVEL IN RESIDENT STATE--Mark the box of t level for which you are currently licensed in your resident state. If yo license time is different than listed, mark the blank box and provide t title of your icense in the space provided.
- 2. APPLICATION LEVEL--Mark the box for the level for whi you wish to apply. Mark one box only. You may not apply for a licen level higher than the level currently held in your resident state.
- 3. STATE OF ISSUANCE OF LICENSE--Print the name of t state in which your current license was issued.
- 4. LICENSE NUMBER--Print the license number of your curre license.
- 5. LICENSE EXPIRATION DATE--Proof the license expiration de of your current license
- 6. NAME--Your legal name.
- 7. SEX--Mark the appropriate box.
- 8. HEIGHT--Your height in feet and inches. Example: 5'8"
- 9. WEIGHT--Your weight in pounds. Example: 130 lbs.

REA 3025 (Rev sed 5/8/00) Page 4 of 5

READ THE FOLLOWING INFORMATION BEFORE COMPLETING THE INITIAL APPLICATION

- EXE COLOR--Do not abbreviate.
- 11. HAIR COLOR--Do not abbreviate.
- 12. BIRTHDAKE
- 13. DRIVER'S LICENSE NUMBER--Your driver's license number, including the issuing state.
- 14. SOCIAL SECURITY NUMBER--Your social security number is mandatory. OREA cannot saue licenses without a social security number issued by the U. S. Social Security Administration (Business and Professions Code Section 11340).
- 15. ADDITIONAL SOCIAL SECURITY NUMBERS--Any other social security numbers you have used for any reason.
- 16. BUSINESS NAME AND ADDRESS OF RECORD-The name of your business or employer name. The physical business address of record is mandatory information. Do <u>not</u> list a P.O. Box. Rural Route or Star Route. If a physical address is not available indicate the physical location (i.e., the nearest intersection and distance from it). Ya business address is not available your physical residence address may be provided. Please Note: The information provided is public record.
- MAILING ADDRESS--Your mailing address. Please Note: Tornation provided is public record.
- 18. PHYSICAL HOME ADDRESS--The physical location of your home address. Do <u>not</u> list a P.O. Box, Rural Route or Star Route. If a physical address is not available indicate the physical location (i.e., the nearest intersection and distance from it).
- 19. BUSINESS TELEPHONE NUMBER--Your business telephone number. The information provided is public record.
- 20. HOME TELEPHONE NUMBER -- Your home telephone number.
- 21. COLOR PHOTO--Paste a color 2" 2" photo of passport quality, of your head and shoulders only on the space provided. Paperclip the other photo to the front of this document. Sign and date the photos in ink across the lower portion of the motos. The photos must have been taken within the last 60 days.

QUESTION 22

- A. Mark "yes" if you have previously submitted an application OREA.
- B. If you currently or you have previously held a California Real Esta Appraisers license mark "yes" and provide the license number on the space provided.



	OREA USE ONLY	Type Remit
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APPRAISAL MANAGEMENT COMPANY (AMC) CONTROLLING PERSON APPLICATION

Read all directions prior to completing this form.

1. Controlling Rerson's Name		
Uni	First	
2. Controlling Person Title or Position		
3. Social Security Number	4. Birth Date	
5. Name of Appraisal Management Company		
6. Business Address		
City	Note: Zerlink	
7. Mailing Address		
ris	Share Zap Cente	
8. Physical Home Address		
cin /	State /sys Coule	
9. Business Telephone Number	10. Home Teleptone Number	
11. Email Address (Specify if Business or Home		
lease Answer the Following Questions:		
2. Do vou currently or have volcever held a Californ If Yes , please list von license number		
California Real Estate Appraisers Lice	ense Number	
3. Do vou currently of have you ever held a real esta If Yes , please list your license number and the		es ElNa
Real Estate Appraisers License Numb	Ficense Nn Slate	
you are curredly licensed in another state as a real	estate appraiser, you will need to submit a Certificate of Licens, H	istors or it

equivalent, not more than 30 days old, from the state in which you are licensed, as part of this application.

REA 501/3 Rev 09/01/10) page 1 of 5

PART II: CONTROLLING PERSON BACKGROUND INFORMATION

1. FNGERPRINT BACKGROUND CHECK: ***Please Note: All controlling person applicants that are NOT carrently licensed with the Office of Real Estate Appraisers (OREA) MUST complete the background application process by having their fingerprints taken. Please have your fingerprints taken using a Request for Live Scan Service form (BCH 8016) if you reside in the State of California. You MUST print out and use the Request for Live Scan Service form (BCH 8016) located on the OREA vebsite. If you reside outside of the State of California, please submit two FD-258 fingerprint cards with your application.

2. BACKGROUND REVIEW QUESTIONS

INSTRUCTIONS

- YOU MUST ANSWER EACH OF THE FOLLOWING QUESTIONS BY MARKING "YES" OR "NO", WHICHEVER IS TRUE, AFTER EACH QUESTION.
- ALL "YES" ANSWERS MUST BE EXPLAINED ON A SEPARATE SHEET OF PAPER WHICH YOU MUST ATTACH TO THIS APPLICATION FORM EACH ADDITIONAL SHEET MUST BE SKINED BY THE CONTROLLING PERSON APPLICANT

	 FAILURE TO DISCLOSE PERTINANT INFORMATION MAY RESULT IN THE DELAY OR DENIAL OF YOUR APPLICATION. PROVIDING FALSE INFORMATION MAY ALSO SUBJECT YOU TO DISCIPLINARY ACTION OR CRIMINAL PROSECUTION.
1	Have you ever used or been known by any name other than, or in addition to, the name listed on this application? If yes, list all such other names.
	□ No □ Yes, explain
2	Have you ever been entered a plea of guilty or no contest to or been convicted in California or anywhere else of a criminal offense other than a minor traffic offense? If yes, please indicate all such offenses including the date and location of each offense. For purposes of this question, a minor traffic offense is one for which we maximum fine which could have been imposed is \$100 or less. To expedite review of your application, please attach a copy of the police report and a certified copy of the court docket, complaint and judgment showing the final disposition (sentence) of the case. NOTY: Termination of probation and dismissal of the matter pursuant to Penal Code section 1203.4 DOES NOT relieve you of the requirement to disclose any conviction for purposes of this application
	□ No □ Yes. explain:
3.	Are you or have you even been placed or probation or parole on terms which restricted or limited your contact or dealings with any financial or real estate-related activity or business or otherwise restricted your acting in a fiduciary capacity? If yes, attach a certified copy of the court records, including the complaint, complete decket, judgment and sentence, and probation report and attach a copy of the police report(s) and/or investigating agency records.
	□ No □ Yes, explain
1	Do you presently have criminal charges pending before any court of law? If yes, Nease specify the court in which the matter is pending, the ease number and charges and submit a copy of the police report and a sprifted copy of the complaint and docket.
	□ No □ Yes, explain.
5	Do you currently hold a professional or vocational ficense issued by any other government, agency? If yes, please identify the license held, the license number and the issuing agency
	□ No □ Yes, exitain
5	Have you ever aid a license or certificate to act as an appraiser or to engage in activities related to the transfer of real property denied, suspended, restricted or revoked in this state or any other state? If yes, attach a copy of the final agency action and related investigators agency records
	No Yes, explain
7	Have you ever been disciplined or have you received any order or judgment by a court or governmental agency including OREA, which order or judgment temporarily or permanently restrained or enjoined you from engaging in specific business conduct or licensed activity? If yes, attach a certified copy of any court records, including the complaint, complete docket, judgment and sevence and/or any final order and related investigatory file
	No El Yes, explain

PART III: APPLICANT DECLARATION

1.	(name), certify under penalty of	f perjury in accordance with California law-
that I am Controlling Person	(as defined herein) and duly authorized as such and understa	und and agree, individual, and on behalf of
	(name of AMC), to abide by all federal ar	nd California laws pplicable to appraisal
management Ampanies recei	iving and maintaining a Certificate of Registration unde	er California lay I declare under penalty
of perjury in accordance with	California law that I am 18 years of age or older and that	the foregoing information and information
	true and correct and that I have answered each question f	
	I understand that providing false information is grounds for	
	ne to disciplinary action and/or criminal prosecution and pro-	
	to Penal Code section 126. I understand that any certification	
with this application entitles the capacity.	na applicant to act only for the appraisal management con-	pany so registered and not in an individual
I understand and certify that valid	service of process on the appraisal management company	(name of
AMC) by OREA also constitutes	valid service of process on me as a Controlling Person for	(name
of AMC), as certified by the D	resignated officer for	(name of AMC) in the Appraisal
Management Company Certificate of	of Registration Application Form REA 5001 submitted by	(name of AMC),
or by a subsequent Designated	d Officer identified by	tname of AMC) in an Appraisal
Management Company Chang	e Notification and Miscellaneous Requests Form REA 50	311_
Executed this day of	ofat	(city or county)
	Signature Name (please print)	
STATE OF	COUNTY OF	
On this day of	in the year before me	personally appeared
whose name is subscribed to the	personally known to me (or proved to me on the basis his instrument and acknowledged that he/she executed it	
		Senature of Notary Public

MUST BE SIGNED AND CERTIFIED BY A NOTARY PUBLIC IF EXECUTED OUTSIDE THE STATE OF CALIFORNIA

PART IV. READ THE FOLLOWING INFORMATION PRIOR TO COMPLETING THE FORM

A. GENERAL INFORMATION

- aplete all sections of Parts I. II and III above
- Do no write in the shaded areas.
- Type of print clearly in blue or black ink
- Applications must be submitted with original signatures. Applications with electronic or faxed signatures will not be accepted.
- A separate application must be submitted for each Controlling Person listed on the Appraisal Management Company Certificate of Registration Application form REA 5001.
- Mail completed application, necessary fees and qualifying documentation to:

OFFICE OF REALESTATE APPRAISERS 1102 O Street Suite 4100 Sacramento, NA 95811

If you have any questions, please write to the address listed above or call (916) 552 2000

B. APPLICATION FEES

Applicants currently not licensed or registered with OREA.

Background Investigation Fee \$70 Child Support Review Fee \$10

Total Fees

\$80

- OREA Applicants currently licensed or registered will not be charged the above-referenced fee
- All application fees must be paid by pre-printed personal check company check, cashier's check certified check, money order, or government purchase order.
- All application fees are non-refundable
- opplicant and each Once OREA approves an AMC associated Controlling Person Application, an Issuance Fee will be due to OREA prior 6 issuance of the final Certificate of Registration.
- Appraisal management complinies MUST notify the OREA within 10 business day of any change to contact information for the Designayd Officer or any Controlling Person by submitting an Appraisal Management Company Change Notification and Miscellaneous Requests Form REA 5011. A Controlling Persons Application Form REA 5002 must accompany he submital of Form REA 5011 unless:
 - (a) OREA has an approved Form REA 5002 on file for the newly designated Controlling Person; or
 - (b) The new designs holds an active real estate appraisal license with the OREA.

C. DEFINITIONS

'Appraisal Management Company'

- 1 Any person or entity that satisfies all of the following conditions:
- (A) Maintains an approved list or lists, containing 11 or more independent contractor appraisers licensed or certified pursuant to this part, or employ II or more appraisers licensed or certified pursuant to the part.
- (B) Receives requests ful appraisals from one or more clients.
- (C) For a fee paid by of or more of its clients, delegates appraisal assignments for completion by its independent contractor or employee appraisers.
- 2. "Appraisal map gement company" does not include any of the following: wh that person or entity directly contracts with an independent appraiser:
- (A) Any bank, credit union, trust company, savings and loan association, or industrial loan company doing business under athority of, or in accordance with, a license, certificate. harter issued by the United States or any state, district. rritory, or commonwealth of the United States that is authorized to transact business in this state.
- Any finance lender or finance broker licensed pursuant to Division 9 (commencing with Section 22000) of the Financial Code, when acting under the authority of that license
- (C) Any residential mortgage lender or residential mortgage servicer licensed pursuant to Division 20 (commencing with Section 50000) of the Financial Code, when acting under the authority of that license.
- (D) Any real estate broker licensed pursuant to Part I (commencing with Section 10000) of Division 4 of the Business and Professions Code, when acting under the authority of that license.
- "Appraisal Management Company" does not include any person licensed to practice law in this state who is working with or on behalf of a client of that person in connection with one or more appraisals for that client.
- Controlling Person means one or more of the following:
- An officer or director of an appraisal management company or an individual who holds a 10 percent or greater ownership aterest in an appraisal management company; or
- undividual employed, appointed, or authorized by an appraisal management company that has the authority to enter into a contractual relationship with clients for the performance of appraisal services and that has the authority to enter into agreements with independent appraisers for the completion of appraisals; or

 (3) An individual who possesses the power to direct or cause the direction of the management or policies of an appraisal.
- the direction of the management or policies of an appraisal management company.

*Designated Officer means:

A Controlling Person authorized by the governing structure of the appraisal management company to act on behalf of the company for purposes of application for and compliance with, a Certificate of Registration to operate us an appraisal management company pursuant to California lat. The Designated Officer shall be responsible for the supervision and control of the activities conducted on behalf of the appraisal management company by its officers and employees a necessary to secure full compliance with the provisions of SB 237 (Suts. 2009, ch.173), including contract services provided to the appraisal management company for the performance of appraisal activities for which a California Real Estate Appraisal licensals required.

A. INSTRUCTIONS PART I: Controlling Person Contact Information

1. CONTROLLING PERSON'S NAME - List your name. You must be listed as a Controlling Person on the Appraisal Management Company Cereficate of Registration Application Form REA 5001 or listed as a Controlling Person on an Appraisal Management Company Change Notification and Miscillaneous Request Form REA 5011

2. TITLE OR POSITION - List your title or position.
3 SOCIAL SECURITY NUMBER-List your social security number.
4. BIRTH DATE-List your date of birth.
5. APPRAISAL MANAGEMENT COMPANY-List the name of the appraisal management company for which you are named as a Controlling Person.

6. BUSINESS ADDRESS-Your physical business address of record is mandatory information. Do not list a P.O. Box. Rural Route or Star Route. If a physical address is not a gallable, indicate the physical

location (i.e., the nearest intersection and distance from it).

7. MAILING ADDRESS-List your mailing address if it is different from your business address.

8. PHYSICAL HOME ADDRESS-List the physical location of your home address. Do not list P.O. Box, Rural Route or Star Route. If a physical address is not available, indicate the physical location (i.e., the carest intersection from it), 9. BUSINESS TELEPHONE NUMBER-List your business phone number.

10. HOME TELEPHONE NUMBER-List your home phone number.
11. EMAIL ADDRESS-Lst your email address and specify

whether it is your busines or home email

12.& 13. List the state in which you hold a real estate appraisers license and your license number, if applicable. Submit a Certificate of License History of its equivalent, not more than 30 deyou hold a real estate appraisers license in another state. its equivalent, not more than 30 days old, if

B. INSTRUCTIONS PART II: Controlling Person Background Information

1 FINGERPRINT BACKGROUND CHECK Applicants not currently licensed or registered with the OREA must submit fingerprints in order to complete the background check portion of this application. Fingerprint background checks are ubmitted to the Department of Justice via a Request for Live Scan form or print eards. If you live in the State of California you submit your fingerprints using the Request for Live Scan Ser Form located on our website at www.orea.ca.gov. You mus out this form located on the OREA website and visit a L fingerprinting location to have your fingerprints rolls copy of this form for your records and submit a copy along with this application to the OREA

If you reside outside of California, you must submit your finderpints on two FD-258 fingerprint cards and submit these rds to OREA with your application:

*Please note, the Department of Justice no longer accepts fingerprint card submissions on Bid-7 cards from OREA applicants.

2.BACKGROUND REVIEW OUESTIONS-Answer all questions, 1-7 as instructed and completely

INSTRUCTIONS PART III: Applican Declaration

1_APPLICANT DECLARATION - Read, sign and date the declaration If executed outside It the State of California, this declaration must be signed before and certified by a notary public.

Privacy Notice Any individual submitting personal information within the meaning of the Information Practices Act of 1977, as amended (California Civil Code, Section 1798 *et seq*) shall be entitled to the rights provided under section 1798.17 of that Act and the of Regulations. Title 10, section 3761 regarding access to inspect OREA records containing such personal information California Cod about himself or herself

of personal information on an application may not be used for any purpose other than to determine an applicant's identity by as a Controlling Person and the eligibility of the relevant appraisal management company for a certificate of registration, of personal information on an applicant to others for any other purpose without the individual's consect, or as otherwise Personal in and eligibil Disclosur provided in California law, is restricted by law.

The following is considered public information and will be disclosed upon request; name and fictitious time, if any of NOTE braisal management company; business address (or other physical address) and mailing address of record to the appraisal gement company and the applicant (if different than the company address); and business telephone and/or facsimile number of d for the appraisal management company and the applicant (if different from the company address.)



	OREA USE ONLY	Type Remit
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App Rev	Overpay	□ MO
[ip	Misc	□ y 6:

APPRAISAL MANAGEMENT COMPANY RENEWAL APPLICATION

ad All Directions in Parts IV and V Prior to Completing this Application. Refer to Part IV Section C for Definition

PART I: Applicant Infor A. Appraisal Management Co			
1. Name			
2. Business Street Address	s (P.O. Boxes not allowed)		
con.		4	ZajetSade
3. Business Telephone Nu	mbde	4. Business Fax Number	
3. Designated Officer Note: The Designated Officer	MUST be included on the AMC.	list of qualified Controlling Pers	ons (see Parts II, IV and V below.)
1. Name		fina	MI
2. Title			
3. Business Telephone Nu	mber	4. Business Fax Number	
5. Mailing Address			
City		- Som	Eqs.Cyrile
6. Physical Home Address			
Cus		No.	Age Cooke
7. Home/Cell Telephone N	lugber	8. Business Email Address	
. Type of Entity Legal Structure. Check the h	ox that applies to the business e	ntity type of the applicant.	
Domestic Corporation Domestic LLC	Foreign Corporation Foreign LLC	Partnership Limited Partnership	Sole Proprietor Other *
f "Other" descripe:			

2. Formation Documents. Submit Articles of Incorporation or equivalent formation documents verifying the legal formation and operation of the AMC if there has been any change in the legal structure since the issuance of current Certificate of Registration. Attash to this application.

Name	document notarized prior to submittal.	
	tina	
2. Title		
3. Address (NO. Boxes not allowed)		
Eav		ZipiTodo
4. Business Telephone Number	5. Business Pax Number	
L	(name), am authorized in act as Agent	for service of process in the State
alifornia on behalf of	(name of MC), an entity org	ganized and existing under the laws
e State of	(current resident state), for purposes of thi	
ffice of Real Estate Appraisers of the State of Califor MC in accordance with California law and all of the	<i>"</i>	
		,
The complete address within California whe may be served with process by the Director of	reby 1, on behalf of the Office of the Real Estate Appraisers or h	(name of AMC) is/her designee is as follows:
Address		
Cax	State	Zipi Civilir
WITNESS WHEREOF, I.	(Agent Name for servi	ce of process) have subscribed
name hereto this(day) day of	(month). (year) at	(city).
(state).		
	Signature	
	\	
TATE OF	COUNTY OF	
n thisiay ofin the year _	before me	per pually appeared

PART II: Controlling Person(s) Information

List each name of all "Controlling Persons" of the AMC Including the Designated Officer, Refer to Part IV Section C for a definition of "Controlling Person".

1.	2.	
3.	4.	
5,	6.	
7,	8.	
9.	10.	

2. A separate "Appraisal Management Company (AMC) Controlling Person Application (REA 5002 Rev 07/01/10) form must be included for each of the above listed Controlling Persons and submitted with this AAC application (REA 5001 Rev 07/01/10).

PART III: Application Declaration

1	(name), certify under penalty of perjury in accordance with California	law.
that I am the Designated Offic	and duly authorized as such and understand and agree, individually and on behalf of	
	(name of AMC), to abide by all federal and California laws applicable to appra	aisal
management companies recei	ng and maintaining a Vertificate of Degistration under California law. In addition, I certify	that
	(name of ANC) is legal formed pursuant to the applicable state law and, further,	, that
	(name of AMX) shall comply with all California laws as necessary in order to val	
	inder penalty of perjury in accordance with California law that I am 18 years of age or older	
	nd information provided on all attachments is true and correct and that I have answered each ques	
fully and truthfully and without	ly purpose of evasion or mercal reservation. I understand that providing false information is grou	unds
for denial or revocation of any	ertificate of registration and may subject me to disciplinary action and/or criminal prosecution	and
punishment by imprisonment i	state prison for 2, 3 or 4 years pursuant to Penal Code section 126.	
I also certify, under penalty of pe	ry in accordance with California law, that if a certificate of registration is issued pursuant to this applica	เนิดกะ
	(name of AMC) will, in accordance with Business and Professions Code section 1134	45 3
include in all of its contracts workerices, as and where applicable	relients for apprecial services in California, provision of each of the following as standard busi	ness

- a. Ensuring that all independent contractor or employee appraisers that perform appraisal services for this company in California will possess a California real estate appraiser license in good standing:
- Reviewing the work of all independent contractor or employee appraisers to ensure that appraisal services are performed in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP); and
- e. Maintaining, at a minimum, each of the following records for each service reducst:
 - The date of receipt of the request:
 - 2 The name of the person from whom the request was received;
 - 3. The name of the client for whom the request was made, if different from the same of the person from whom the request was rejeived;
 - 4. The appraiser or appraiser(s) assigned to perform the contracted service; and
 - 5 The date of devery of the appraisal product to the client.

continued on page 4

	also certify, under penalty of perjury in accordance with	California law, as to the following regarding (name of AMC)	ng service of process on
/	That service of process on each and every Controlling Person individually (as Management Company Change Notification and Miscowith the duties and obligations of a Controlling Person v	(name of AMC) shall be deemed a identified by Applicant herein and/or as used for the state of t	service of process on proceed by Appraisal 01/10), as consistent (name of AMC).
1	That the Applicant hereby irrevocably consents that if, of feal Estate Appraisers or his designee, service of prodifigence, a valid service may thereupon be made upon Estate appraisers of the State of California.	in any action commenced against it by the I	Director of the Office
(Estate Apprasers of the State of California may mail a copy of	any such process to the	r of the Office of Real
	(name of AMC).	at the following address:	
	vac	Shine Zigetiva	ds:
Execu	ned this day of		(city or county)
	(state)		
		Signature	
	Name (pl	use print)	
CONTRACT			
STAT On th	e Country		eronally appeared
whose	personally known to me (or name) is subscribed to this instrument and acknowledged	proved to me on the basis of estisfactors and	dence) to be the person
		Sign	nature of Notacy Public

PART IV. READ THE FOLLOWING INFORMATION PRIOR TO COMPLETING THIS FORM

A. CENERAL INFORMATION

implete all sections of Parts I, II and III above

yot write in the shaded areas.

or print clearly in blue or black ink

The Designated Officer must sign Part III after AMC completion of Parts and II. Applications must be submitted with original signature. Applications with electronic or faxed signatures will not be accepted.

Mail completed application, necessary lees and qualifying

documentation

OFFICE OF REAL ESTATE APPRAISERS

1102 Street, Suite 4100

Sacramento, CA 95811

If you have any questions, blease write to the address listed above or call (216) 552-9000

B. RENEWAL APPLICATION FIRE

AMC Application Review Fee

\$150

All application fees must be paid by pre-printed personal check, company check, eashier's check, certified check, money order, or government purchase order.

All application fees are non-refundable.

This \$150 AMC Application fee is separate from the \$80 fee charged for each "Controlling Person" application (REA) 5002), which is intended to offset the cost of conflucting background investigation on the individual applicant

Once OREA approves an AMC applicant and each assi rated Controlling Person Application, an Issuance Fee will by OREA prior to issuance of the final Certificate of Reg

- Appraisal management companies MUST notify he ORE within 10 business days of any change to contact for the Designated Officer or any Controlling Person by submitting an Appraisal Management Company Change Notification and Miscellaneous Requests form REA 5011 (New 09/01/10). A Controlling Person Application Form REA 5002 (Rev 09/01/10) must accompany the submital of Form REA 5011 unless:
 - (a) OREA has an approved Form RF 5002 on file for the newly designated Controlling Person; or(b) The new designee holds an active real estate appraisal
 - license with the OREA.

C. DEFINITIONS

Appraisal Management Company meg

Any person or entity that satisfies all o the following conduous:

(A) Maintains an approved list or b ts, containing II or more independent contractor appraises dicensed or certified pursuant to this part, or employs 11 // more appraisers licensed or certified pursuant to this par

(B) Receives requests for appraisals from one or more clients(C) For a fee paid by one or more of its clients, delegates appraisal assignments for completion by its independent contractor or employee appraisers

2 "Appraisal management company" does not include any of the following, when this person or entity directly contracts with an

independent appris

- (A) Any bank. dit union, trust company, savings and loan association or industrial loan company doing business under the author of, or in accordance with, a license, certificate, issued by the United States or any state, district. or charts territor or commonwealth of the United States that is authorized to transact business in this state.
- finance lender or finance broker licensed pursuant to lision 9 (commencing with Section 22000) of the Financial ode, when acting under the authority of that license.
- Any residential mortgage lender or residential mortgage servicer licensed pursuant to Division 20 (commencing with Section 50000) of the Financial Code, when acting under the authority of that license.
- Any real estate broker licensed pursuant to Part 1 (commencing with Section 10000) of Division 4 of the Business and Professions Code, when acting under the authority of that
- "Appraisal Management Company" does not include any person licensed to practice law in this state who is working with or on behalf of a client of that person in connection with one or more appraisals for that client.

Controlling Person means one or more of the following:

An officer or director of an appraisal management company. or an individual who holds a 10 percent or greater ownership uterest in an appraisal management company; or

(2) All individual employed, appointed, or authorized by an approisal management company that has the authority to enter also a contractual relationship with clients for the performance of appraisal services and that has the authority

to enter in a agreements with independent appraisers for the completion of appraisals; or

(3) An individual who possesses the power to direct or cause the direction of the management or policies of an appraisal

management configury

Designated Officer" means: A Controlling Person authorized by the governing structure of the appraisal management company to act on behalf of the company for purposes of application for and compliance with, a Certificate of Registration to operate as an appraisal management company pursuant to California law. The Designated Officer shall be responsible for the supervision ad control of the activities conducted on behalf of the appraisal management company by its officers and employees as necessary of secure full compliance with the provisions of SB 237 (Stats, 2000, ch. 173), including contract services provided to the appraisal management company for the performance of appraisal activities for which a company for the performance of appraisal advities for which a California Real Estate Appraisal license is require

A. INSTRUCTIONS PART I: Applicant Information

TRUCTIONS PART LA.; AMC

AME OF AMC - List the name of the AMC for which you are uniting this application for certificate of registration.

BUSINESS STREET ADDRESS - List the business address MC for which you are submitting this application for certificate of registration. Do not list a P.O. Box. Rural Var Route List the physical business address. If a physical Mdress is not available, indicate the physical location (i.e. he nearest intersection and distance from it).

BUSINESS TELEPHONE NUMBER - List the business telephone number of he AMC for which you are submitting this application for extificate of registration.

BUSINESS FAX NUMBER List the business fax number of the AMC for nich you are submitting this application for certificate of reg stration.

INSTRUCTIONS PARCI. B.: Designated Officer

NAME OF DESIGNATED OFFICER — List the name of the company's Designated Officer. The Designated Officer must also be a listed Controlling Person and submit an Appraisal Management Company (AMC Controlling Person Application form REA 5002 with this application.)

TITLE OF DESIGNATED OFFICER — List the official title of the company's Designated Officer has President Director attention.

the company's Designated Officer (No President, Director, etc.)

held within the company,

BUSINESS TELEPHONE NUMBER OF DESIGNATED OFFICER - List the business phone number for the Designated Officer of the company.

BUSINESS FAX NUMBER OF DESIGNATED OFFICE - List the business fax number for the Designated Officers the company.

NG ADDRESS OF DESIGNATED OFFICER - List ailing address for the Designated Officer if it is different the business address.

YSICAL HOME ADDRESS OF DESIGNATED OFFICER List the physical location of the Designated Officer's home address. Do not list a P.O. Box, Rural Route or Star Route. If a physical address is not available, indicate the physical location (i.e., the nearest intersection from it).

HOME/CELL PHONE NUMBER OF DESIGNATED OFFICER List the main contact numbers for the Designated

Officer including home and cellular phone number.

BUSINESS EMAIL ADDRESS OF DESIGNATED OFFICER List the business email address for the Designated Officer of the company.

INSTRUCTIONS PART I. C.: Type of Entity

LEGAL STRUCTURE - Check the box that business entity type of the AMC. If the type is not lis please provide a description

FORMATION DOCUMENTS - Provide copies of the documents authorizing the valid formation of Applicant under the laws of the state in which it is organized.(i.e., And des of Incorporation. D.B.A., Business License, etc.)

INSTRUCTIONS PART I. D.: Agent for Service of Process

AGENT FOR SERVICE OF PROCESS - This section is to be completed by an individual or entity within California that is designated to accept service of process on behalf of an Applicant that is domiciled outside of California. If an entity is designated as agent for service of process. Applicant must provide documentation verifying that this entity qualifies and in compliance with California law governing service of process on foreign entities.

B. INSTRUCTIONS PART II: Controlling Prison(s) Information

NAMES OF CONTROLLING PERSON(S) - List the full names of each "Controlling Person" of the AMC for which you are submitting his application for certificate of registration including the Designated Officer Please refer to Part IV Section C for Alefinition of "Controlling Person"

CONTROLANG PERSON APPLICATION (REA 5002) Attach a Completed Appraisal Management Company (AMC) Controlling Person Application form REA 5002 for each individual listed as a Controlling Person (including the Designated Officer) that has not previously been approved as a Controlling Person by REA.

C. INSTRUCTIONS PART III: Application Declaration

APPLICATION DE LARATION - The Designated Officer of the AMC shall read, sign and date the Application Declaration. If ex ecuted outside of the State of California. this declaration must be signed before and certified by a

notary public. This form most be signed by the named "Designated Officer" listed in Part I section B of the application.

Privacy Notice—May individual submitting personal information within the meaning of the Information Practices Act of 1977, as amended (California Civil Civile, Section 1798 of seq.) shall be entitled to the rights provided under section 1798.17 of that Act and the California Code of Regulations, Title 10, section 3761 regarding access to inspect OREA records containing such personal information about himself or herself Personal information provided within this application may not be used for any purpose other than to determine an individual's identity and eligibility as a Controlling Person and the eligibility of the relevant appraisal management company for a certificate of registration. Disclosure of personal information on an application to others for any other purpose without the individual's consent, or as otherwise provided at California law is restricted by law. law, is restricte NOTE: The

illowing is considered public information and will be disclosed upon request juame and fictitious name at any, of the appraisal company: business address for other physical address) and mailing address of record for the appraisal management company, phone and/or facsimile number of record for the appraisal management company, and name and business address of each Controlling managemen busmess tel efined herein.) Person cas,

(11970) | 101 gage 6 of 5

□ MO

□ PO

State of California OFFICE OF REAL ESTATE APPRAISERS

APPRAISAL MANAGEMENT COMPANY CHANGE NOTIFICATION AND MISCELLANEOUS REQUESTS

Read all directions prior to completing this form.

Please note that all changes requested on this form must be approved and certified by the Designated Officer of the AMC. The Designated Officer (or new Designated Officer) must sign this request form in PART III: Change and Request Declaration (top of page 5)

Part I: AMC Information (Information	presently on file with the OREA)	
1. Name of AMC		2. AMC Certificate Number
3. Business Street Address (P.o. Boxes in	rot allowed)	
Čis		Some Zap Code
4. Business Telephone Number	5. Business Fax No	umber
Part II: Information to Be Changed		
Type of Change		
AMC **Controlling	Person Designated Office	s 350 Issue Duplicate Certificate 350
A. AMC Changes		
1. Changes to AMC Information. † Check boxes to indicate fields that are being a	hanged	
1. Name		
2. Business Street Address (P.O. Boxes n	ot allowed)	
Cit		State >g) Code
3. Business Telephone Number	4. Business F	ax Number
☐ 3. Legal Structure	- H	
Domestic Corporation	Foreign LLC	* Sole Proprietor
Domestic L1	Partnership	Other
Foreign Corporation If "Other" describe.	Limited Partnership	
Formation Documents. Submit Articl	es of Incorporation or equivalent form	ation documents verifying the legal formation
and operation of the AMC. Attach to		

2. Change for Agent for Service of Process his section is to be completed if the AMC is not domiciled in California. Please provide the name and contact information for the person or entity authorized as the AMC agent for service of process within California. This agent for service of process must complete the declaration below and have this document notarized prior to submittal. Type of Change New Agent fi Service of Process New Information for Existing Agent for Service of Process 1. Name Lust 2. Title 3. Address (P.O. Boxes no allowed) 4. Business Telephone Number 5. Business Fax Number (name), am authorized to act as Agent for service of process in the State of California on behalf of -(name of AMC), an entity organized and existing under the laws of the State of (current resident state), for purposes ame of AMC operation as a valid AMC in accordance with California law under Certificate of Registration No. (AMC Certificate Number), including all rights and obligations associated therewith, and I do hereby certif The complete address within California whereby I, of ba (name of AMC) e Real Estate Appraisers or his/her designee is as follows: may be served with process by the Director of the Of Address City light wife IN WITNESS WHEREOF, I at Name for service of process) have subscribed my name hereto this _____(day) day of (month), ____(city). (stati Signature

STATE OF ______ COUNTY OF ______ On this ______ day of ______ in the year ______ before me ______ personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to this instrument and acknowledged that he/she executed it.

Signature of Notary Public

Last the name of each "Controlling Person" of the AMC that is being added or removed for the AMC. Note: A separate "Appraisal Management Company (AMC) Controlling Person Application" (REA 5002 Rev 09/01/10) form and few must be included for each Controlling Person that is being added unless OREA has an approved Form REA 5002 on file for the newly designated Controlling Person. Remove Add Add Remove Add Remove Remove Add Add Remove 5. * * Add Remove 6. 7 Remove Add Remove 8. Add Remove 9. Add Add Remove 10 2. Information Change for an Existing Controlling Per ♦ Check boxes to indicate fields that are being changed 1. Controlling Person's Name 2. Controlling Person's Title or Position 3, Mailing Address Address 4. Physical Home Address Zin Crite Lin 6. Home Telephone Number 5. Business Telephone Numb 7. Email Address (Speary if Business or Home) (New 09/01/10) page 3 of 6

B. Controlling Person(s) Changes

Maddition and Removal of Controlling Person(s)

C. Change of Designated Officer

List the name of the new Designated Officer

Note: A separate "Appraisal Management Company (AMC) Controlling Person Application" (REA 5002 Rev 09/1/10) form and sees must be included for the Designated Officer to be added unless OREA has an approved Form REA 5007 on file for the new Designated Officer.

	1. New Designated Officer's Name
	First.
	2. New Designated Officer's Social Security Number Do you currently or have you ever held a California Real Estate Appraisers License?
	Taonse No
	(name) certify under penalty of perjury in accordance with California law that I am the nated Officer and duly archorized as such and understand and agree individually and on behalf of the transfer of AMC), to abide by all federal and California law applicable to appraisal management companies
complaw the answer ground by an Indiana.	ing and maintaining a Certificate of Registration under California law. In addition, I certify that the companies of the applicable state law and, further, that that the companies of the applicable state law and, further, that the california laws as necessary in order to validly operate in California, I declare order penalty of perjury in accordance with California at Lam 18 years of age or older and that the foregoing information and information provided on all attachments is true and correct and that I have red each question fully and truthfull and without any purpose of evasion or mental reservation. I understand that providing false information is for dental or revocation of any certificate of registration and may subject me to disciplinary action and/or criminal prosecution and punishment in state prison for 2, 3 or 4 years pursuant to Penal Code section 126. Certify under penalty of perjury in accordance with California law, that the content of the following as standard business practices as and where applicable.
a b	Ensuring that all independent contractor or employee appraisers that exform appraisal services for this company in California will possess a California real estate appraiser license in rood standing. Reviewing the work of all independent contractor of employee appraisers to ensure that appraisal services are performed in accordance with the Uniform Standards of Professional Appraisal Factive (US AP); and Maintaining, at a minimum each of the following records for each service request 1. The date of receipt of the request 2. The name of the person from whom the request was received. 3. The name of the client for whom the request was made, if offer at from the name of the person from whom the request was received. 4. The appraiser or appraiser(s) assigned to perform the contractor service; and 5. The date of delivery of the appraisal product to the client so certify, under penalty of perjury in accordance with California law as to the following regarding service of process on
	Controlling Person individually (as identified by Applicant herein and/or as soldated by Appraisal Management Company Change Notification and Miss ellaneous Requests From REA 5011 (New 09/01/10) as consistent with the duties and obligations of a Controlling Person within
h	That the Applicant hereby irrevocably consents that if in any action commenced agains, it by the Director of the Office of Real Estate Appraisers or his designee, service of process upon it cannot be made in California after the exercise of due diligence, a valid service may thereupon be inade upon it by delivering the process to the Director of the Office of Real Estate Appraisers of the State of California.
6	That following such service of process pursuant to the reevocable consent authorized herein, the Oriector of the Office of Real Estate Approxisers of the State of California may mail a copy of any such process to the
	(name of AMC) at the following address
	Saldress.
8	City. State ZurNote
хесп	ed thisday ofat(city or county) (state)
	Signature
	Name (please print)

Part III: Change and Request Declaration
All changes made should be verified by, and held accountable to the Designated Officer of the AMC. The Designated Officer (or new Designated Officer) must complete this section. (name), certify under penalty of perjury in accordance with California law that I am the Designated Officer and duly authorized as such and understand and agree, individually and on behalf of ___(name of AMC), that the foregoing information and information provided on all attachments is true and correct and that I have answered each question fully and truthfully and without any purpose of evasion or mental reservation I understand that providing false information is grounds for denial or revocation of any license and may subject me to disciplinary action and/or criminal prosecution and punishment by imprisonment in state prison for 2, 3 or 4 years. Executed this = __(city or county) Signature_ Name (please print)

MUST BE SUMED AND CERTIFIED BY A NOTARY PUBLIC IF EXECUTED OUTSIDE THE STATE OF CALIFORNIA

before me

personally known to me (or proved to me on the basis of satisfactory evidence) to be the person

conally appeared

Signature of Noury Public

COUNTY OF _

to this instrument and acknowledged that he/she executed it

in the year

whose name is subscribe

day of

STATE OF _

On this _____

PLEASE READ THE FOLLOWING INFORMATION REFORE COMPLETING THIS APPLICATION

- Do not write in the shaded area
- Type or print clearly in blue or black ink.
- Applications must be legible and contain an original signature
- If you have any questions, please write to the address listed on this page or call (916) 552 9000.
- Check the appropriate "change" box on page one of this form.
- Check all boxes that \(\bar{\chi} \) applicable.

- Complete all information requested for each box checked.
- All fees must be paid by pre-printed personal check company check, cashier's check, certifier check, money order, or government purchase order
- Fees cannot be refunded. By statute all fees submitted are deemed earned upon receipt.
- Mail completed Applications to

OFFICE OF REAL ESTATE APPRAISERS 1102 Q Street, Suite 4100 Sacrame to, CA 95811

INSTRUCTIONS

PART I: AMC INFORMATION -- This section MUST be completed

PART II: INFORMATION TO BE CHANGED -- Only complete the sections in *Part II* that are to be changed.

- A. AMC CHANGES -- This section include changes in the AMC, such as changes in address or a change in Agent for Service of Process:
 - 1. CHANGES TO AMC INFORMATION -- Air changes in the AMC such as address, phone number, or legal formation.
 - CHANGE FOR AGENT FOR SERVICE OF PROXESS
 A change of, or changes to an AMC's Agent for Service of Process MUST be notarized by a Notary Public
- B. CONTROLLING PERSON(S) CHANGES -- This section covers changes to the Controlling Persons of an AMC:
 - ADDITION AND REMOVAL OF CONTROLLING PERSON(S) -- List each name of all "Controlling Persons" of the AMC that are being either added or removed to the AMC.

A separate "Appraisal Management Company (AMC) Controlling Person Application" (REA 500) Rev 09/01/10) form and fees must be included for each Controlling Person that is being added valess:

- (a) OREA has an approved Form REA 002 on file for the newly designated Controlling Peron; or
- (b) The new Controlling Person holds an active real estate appraisal license with the ORTA.
- INFORMATION CHANGE FOR AN EXISTING CONTROLLING PERSON—Show all changes being made to information for an individual Controlling Person.

C. CHANGE OF DISIGNATED OFFICER -- List the name of the new Designated Officer

A separate "Arbraisal Management Company (AMC) Controlling Jerson Application" (REA 5002 Rev 09/01/10) form and the must be included for a Designated Officer that is being added unless:

- (a) ORIA has an approved Form REA 5002 on file for the newly designated Controlling Person, or
- (b) The new Controlling Person holds an active real estate appraisal license with the OREA.
- PRTHI, CHANGE AND REQUEST DECLARATION -- All changes made should be verified by, and held accountable to the Designated Officer of the AMC. The Designated Officer (or new Designated Officer) MUST complete this section.



	OREA	USE ONLY		T	YPE REMI
mis fees				CC	□ pc
				mo	□ bc
			О	po	

CHANGE NOTIFICATION AND MISCELLANEOUS REQUESTS

Read All Directions on the Reverse	e Side Prior to Completing this Form.
1. Type of Change	
□ Name \$10 fee □ Physical Residence Add □ Business Nume \$10 fee □ Business Telephone Num □ Business Address □ Residence Telephone Num □ Mailing Address □ Duplicate Admission Le	mber ☐ Issue Certificate of Good Standing \$15 fee amber ☐ Issue Letter of Liense History \$40 fee
2. License Identification Number	Expiration Date
5. Name (as it appears on current license)	
Last	First Middle
6. New Name	
Last	First Middle
	list a P.O. Box, Rural Route, or Star Route)
Name of Business Number,	Street and Suite Number
City	State Zip Code
8. New Mailing Address	
Number, Street and Suite Number	
City	State Zip Code
9. New Physical Home Address (Do not	lis a P.O. Box, Rural Route, or Star Route)
Number, Street and Suite Number	
City	State Zip Code
10. New Business Telephone Number	11. New Nesidence Telephone Number
	(name), declare under penalty of perjury that the foregoing information and
nformation provided on all attachments is correct and that I have answered mental reservation. I understand that providing false information is ground prosecution and punishment by imprisonment in state prison for 2, 3 or 4 years.	each question fully and truth ally and without any purpose of evasion or s for denial or revocation of any license and may subject me to criminal
Executed this day of	at(city or
county)(state).	
Signa	ature
Name	e (please print)
MUST BE SUINED BEFORE AND CERTIFIED BY A NOTARY	PUBLIC IF EXECUTED OUTSIDE THE STATE OF CALIFORNIA
	A USE ONLY
Sig: F/L:	Comments:
Response: By: Date:	
A 3011 (Revised 5/8/00) Page 1 of 2	

READ THE FOLLOWING INFORMATION BEFORE COMPLETING THIS APPLICATION

- Do not write in shaded area.
- Type or print clearly in blue or black ink.
- Applications must be legible and contain an original signature.
- If you have any questions, please write to the address a sted on this page or call (916) 263-0722.
- Check the appropriate "change" box on page one of this form.
- All out-of-state addresses require a completed and notarized Consent to Service of Process (REA 3006).

- Check all boxes that are applicable.
- Complete all information requested for each box checked.
- All fees must be paid by pre-printed personal check, company check, cashier's check, certified check, money order, or government purchase order.
- Fees cannot be refunded. By statute, all fees submitted are deemed earned upon receipt.
- Mail completed applications to:

OFFICE OF REAL ESTATE APPRAISERS 1755 Creekside Oaks Drive, Suite 190 Secramento, CA 95833

INSTRUCTIONS

NAME CHANGE--Complete items 1 through 6. Legal documentation, such as a copy of a court order, supporting your name change is required. A copy of a driver's license or social security card is NOT acceptable. Submit the appropriate fee. If a new certificate is desired, mark the box and submit the appropriate duplicate licens, fee in addition to the name change fee, and return your current certificate.

BUSINESS NAME OR EMPLOYER CHANGE Complete items 1 through 5 and item 7. Submit the appropriate fee. Please Note: Your business name and employer name are public record.

BUSINESS ADDRESS OF RECORD CAANGE-Complete items 1 through 5 and item 7. This must be a physical address. The business address of record is mandatory information. If a physical address is not available, indicate the physical location (i.e., the nearest intersection and distance from it). It a business address is not available your physical residence address may be provided. Please Note: Your business address is public record.

MAILING ADDRESS HANGE--Complete items 1 through 5 and item 8. Dease Note: Your Mailing address is public record.

PHYSICAL RESIDENCE ADDRESS CHANGE--Complete items 1 through 5 and item 9. This must be a physical address. If a physical address is not available, indicate the physical location (i.e., the nearest intersection and distance from it). BUSINESS TELEPHONE NUMBER CHANGE--Complete items 1 through 5 and item 10. Please Note: Your business telephone number is public record.

RESIDENCE TELEPHONE NUMBER CHANGE-Complete items 1 through 5 and item 11.

DUPLICATE ADMISSION LETTER--The original letter issued by OREA must have been lost or destroyed. In the event the original is subsequently located it <u>must</u> be immediately returned. The duplicate admission letter will contain the same expiration date as the original. Submit appropriate fees.

DUP ICATE LICENSE REQUEST--The original certificate issued by OREA must have been lost or destroyed. In the event the original is subsequently located it <u>must</u> be immediately returned. Complete items 1 through 5. Submit appropriate fees.

CERTIFICATE OF GOOD STANDING REQUEST-Complete items 1 through 5. Submit the appropriate fees.

LETTER OF LICENSE HISTORY REQUEST--Complete items 1 through 5. Submit the appropriate fees.

SOCIAL SECURITY NUMBER--Your social security number is mandatory. OREA cannot issue licenses without a social security number issued by the U.S. Social Security Administration (Business and Professions Code Section 11340)



Rec'd	OREA USE ONLY	Type Remit
App Rev	State Reg	CC CC
Lic Iss	Fed Reg	□ мо
Ct Iss	Late Pen Lic	☐ PO
87 89	Late Pen Ct	

UPGRADE APPLICATION

PARTA	Read All Direction	ons on the Rever	se Side Prior t	o Completing This App	lication
	rent License Level	X-CATALLE	_	3 11 11 11 11	/
	isional License	Trainee Licens	se	Residential License	Certified Residential
2. Lave	el of Upgraded Applicat	ion	h		
Train	de License	Residential Lie	cense	Certified Residential	Certified General
3. Curr License No	ren License Number		T 6 27 27 1		
License No	Imber		Expiration D	rate	
4. Nam	e as it Appears on Licer	nse			
Last			Fit	st	Middle
	ness Name and Address				ute) Check if Change
Name of B	usiness	Stree	t and Suite Numb	er	
City		Coun	ity	State	Zip Code
6. Maili	ing Address				Check if Change
Number, St	treet and Suite Number				
City		Cou	ty	State	Zip Code
7. Physi	ical Home Address	(Do not less	PO Box Puml	Route or Star Route)	Check if Change
	reet and Suite Number	(DO HOL ASE	I.O. DOX, Killar	Route of Star Route)	Check if Change
City				18:	
City		Coun	ty	State	Zip Code
8. Busir	ness Telephone Number		9. Hone	Telephone Number	
()			()		
				1	
reservation. I understan	nents is true and correct and ad that providing false inform d punishment by imprisonme	nation is grounds for	d each question f denial or revocati	ully and trumfully and without	foregoing information and information out any purpose of evasion or menta bject me to disciplinary action and/o
Executed this	lay of		at		(city or
county)			(state).		
			Signature_		
			Name (plea	ase print)	
MUST BE	GNED BEFORE AND CER'	TIFIED BY A NOTA	-		STATE OF ALLEOPALA
WIOST BE	Comments:	7	REA USE ON		STATE OF CREIFORINA
CE Complete Y Orig Sig Y Address Change Y Ext Y	N P/L N N	I OK OF		Lic Renewed	By Date
					- J - mid

PART B-APPLICANT BACKGROUND INFORMATION

INSTRUCTIONS

- YOU MUST ANSWER EACH OF THE FOLLOWING QUESTIONS BY WRITING "YES" OR "NO", WHICHEVER IS TRUE, AFTER EACH QUESTION.
- ALL "YES" ANSWERS MUST BE EXPLAINED ON A SEPARATE SHEET OF PAPER WHICH YOU JUST ATTACH.
- FAILURE TO ANSWER ALL QUESTIONS OR FAILURE TO ANSWER ANY QUESTION TRUTHE LLY MAY RESULT IN THE DELAY OR DENIAL OF YOUR APPLICATION.

P	ROVIDING FALSE INFORMATION MAY ALSO SUBJECT YOU TO DISCIPLINARY ACTION OR CRIMINAL PROSECUTION
1.	Have you ever used or been known by any name other than, or in addition to, the name listed on the reverse side of this application yes, list all such other names.
	Applicant's answer
2.	Have you resided outside the State of California at any time during the past 5 years? If yes, list all addresses at which you resided outs of California during this period.
	Applicant's answer
3.	Have you ever been convicted in California or anywhere else of a cominal offense other than a minor traffic offense? If yes, please indicate all such offenses including the date and location of conviction. For purposes of this question, a minor traffic offense is one which the maximum fine which could have been imposed is \$190 or less. To expedite review of your application, please anach a copy of the police report and a certified copy of the court docket, complaint a judgement showing the final disposition (sentence) of the case. NOTE: Termination of probation and dismissal of the patter pursuant to Penal Code Section 1203.4 does not relieve you of the requirement to disclose any conviction when applying for a license issued by the Office of Real Estate Appraisers.
	Applicant's answer
4.	Are you now or have you ever been placed on probation or parole on terms which restricted or limited your contact or dealings with a financial or real estate related activity or business or otherwise restricted your acting in a fiduciary capacity? To expedite review of your application, please attach a certified copy of the court records, including the complaint, complete docking judgement and sentence, and probation report and attach a copy of the police report(s) and/or investigating agency records.
	Applicant's answer
5.	Have you ever been prohibited from participating in the affairs of any insured depositors institution pursuant to Section 19(a) of the Federal Deposit Insurance Act?
	Applicant's answer
6.	Do you presently have criminal charges pending before any court of law? If so, please specify the court in which the matter is pending the case number and charges and submit a copy of the police report, and a certified copy of the complaint and docket.
	Applicants's answer
7.	Do you currently hold a professional or vocational license issued by any other governmental agency? If yes, phase identify the license held, the license number and the issuing agency.
	Applicant's answer
8.	Have you ever been disciplined or had a penalty imposed by any governmental agency, including OREA, with respect to your acti as a licensee of that agency? Attach a copy of the police report(s) and/or investigating agency records.

Applicant's answer_

READ THE FOLLOWING INFORMATION PRIOR TO COMPLETING THIS FORM

- Do not write in the shaded areas.
- Type or print clearly in blue or black ink.
- Photocopies of completed forms are <u>not</u> acceptable.
- Il fees must be paid by pre-printed personal check, company check, cashier's check, certified check, money order or government purchase order.
- Fees cannot be refunded. By statute, all fees submitted are deemed earned upon receipt.
- Out-of-state addresses require a completed and notarized Consent to Service of Process (REA 3006).
- Sign and date this form prior to submittal.
- If you have any questions, please write to the address listed below or call (916) 263-0722
- Mail completed applications, fees and required documents
 to:

OFFICE OF REAL ESTATE APPRAISERS
1755 Creekside Oaks Drive, Suite 19
Sacramento, CA 95833

FEES

Upgrade to Certified Levels

Application Review

\$150

NOTE: Upgrades from either the Trainee License or Residential License to the Certified levels are equired to pay examination fees directly to the test center at the time of examination. In addition, a \$75 Issuance fee and \$10 Child Support Review Fee must be submitted after successfully passing the examination.

Upgrade to Residential License

Application Review	\$	150
Federa Registry (per year)	\$	25*
Federal Registry State Processing	\$	25
Cylid Support Review Fee	<u>\$</u>	_10
Total	\$	220

The Federal Registry fee for Trainee License holders upgrading to a Residential License is \$25 per year or part therof for the remaining term of the Trainee License, plus a \$25 state processing fee.

INSTRUCTIONS-PART A

- CURRENT LICENSE LEVEL--The level of the license your currently hold.
- 2. LEVEL OF UPGRADE APPLICATION Mark the level for which you wish to upgrade your application.
- 3. CURRENT LICENSE NUMBER—The license number and expiration date of your current license.
- 4. NAME AS IT APPEARS ON LICENSE.-Your name as it appears on your current license.
- 5. BUSINESS NAME AND ADORESS OF RECORD--The name of your business or your employer name. The business address of record is mandatory information. Do not list a P.O. Box Rural Route or Star Route. If a physical address is not available, indicate the physical location (i.e., the nearest intersection and distance from it). If a business address is not available your physical residence address may be provided. Please Note: The information provided is public record. If this is a change of address, mark the appropriate box.

- MAILING ADDRESS OF RECORD--Your mailing address.
 the is a change of address, mark the appropriate box. Information provided is public record.
- 7. PHYSICAL HOME ADDRESS--The physical location of yo home address. Do not list a P.O. Box Rural Route or Star Route. It physical address is not available, indicate the physical location (i.e the nearest intersection and distance from it).
- 8. BUSINESS TEXEPHONE NUMBER--Your business telephon number. Information provided is public record.
- 9. HOME TELEPHON NUMBER--Your home telephone number



Rec'd	OREA USE ONLY	Type Remi
App Rev	State Reg	□ cc
Lic Iss	Fed Reg	☐ MO
Ct Iss	Comp Fee	☐ PO
Late Pen Lic Late Pen Ct	1	

RENEWAL APPLICATION

				KEN	EWALAPE	LICATIO	/IV		
PART	(A)	1	Read All Directi	ons on the R	everse Side F	rior to Coi	mpleting This Ap	pplication.	
	1. ′	Type of A	pplication						
		Fraine: Lice	nse	Residen	itial License		Certified Residen	al [Certified General
			cense Number						
	Licen	se Number			Ехр	iration Date			
	3. 1	Vame as it	Appears on Cu	rrent License					
	Last					First		Midd	le
	4. \$	Social Sec	arity Number			5. Bir	ndate		
				of Record	(Do not list a	P.O. Box, I	Rural Route or Star	Route) [Check if Change
	Name	of Business			Street and Suit	te Namber			
	City				County		State	Zip C	ode
O.A.		Mailing Ac					N. Vir.		Check if Change
	Numb	er, Street an	d Suite Number		\vee				
	City				South		State	Zip C	ode
1.8			ome Address		(Do not list a	P.O. Box, R	tural Route or Star	Route)	Check if Change
	Numb	er, Street and	d Suite Number		1	\			
	City				County		State	Zip C	ode
	9. B	usiness T	elephone Numb	e	10.	Home Ve	lephone Number		
	()			()			
[,					(name),	declare under	penalty of perjury tha	t the foregoing inf	ormation and information
provided o	n all att	achments is	true and correct a	nd that I have a	nswered each q	uestion fully	and truthfully and w	vithout any purpo	se of evasion or ment isciplinary action and/o
criminal pr	osecutio	n and punis	hment by imprison	ment in state pri	son for 2, 3 or 4	years.	i dily ileense sali tila	ly subject the to u	isotpiniary action and
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MU	ST BE 5	SIGNED BI	EFORE AND CEF	RTIFIED BY A			CUTED OUTSIDE	THE STATE O	CALIFORNIA
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Address C	hange	YNYN					Lic Renewed	Ву	Date
DEA 301	Davis	ed 5/8/00) P	age 1 of 3				DIO INGIIGA CO	Dy	DAID

PART B-APPLICANT BACKGROUND INFORMATION

INSTRUCTIONS

- YOU MUST ANSWER EACH OF THE FOLLOWING QUESTIONS BY WRITING "YES" OR "NO", WHICHEVER IS TRUE, AFTER EACH QUESTION.
- ALL "YES" ANSWERS MUST BE EXPLAINED ON A SEPARATE SHEET OF PAPER WHICH YOU MUST ATTACH. FAILURE TO ANSWER ALL QUESTIONS OR FAILURE TO ANSWER ANY QUESTION TRUTHFULLY MAY RESULT IN THE DELAY OR DENIAL OF YOUR APPLICATION.

P	ROVIDING TALSE INFORMATION MAY ALSO SUBJECT YOU TO DISCIPLINARY ACTION OR PRIMINAL PROSECUTION
1.	Have you ever used or been known by any name other than, or in addition to, the name listed or the reverse side of this application? yes, list all such other names.
	Applicant's answer
2.	Have you resided outside the State of California at any time during the past 5 years? Hyes, list all addresses at which you resided outside of California during this period.
	Applicant's answer
3.	Have you ever been convicted in California or anywhere else of a criminal offense other than a minor traffic offense? If yes, please indicate all such offenses including the date and location of conviction. For purposes of this question, a minor traffic offense is one for which the maximum fine which could have been imposed is \$100 or less. To expedite review of your application, please attach a copy of the police report and a certified copy of the court docket, complaint ar judgement showing the final disposition (sentence) of the case. NOTE: Termination of probation and dismissal of the matter pursuant to Penal Code Section 1203.4 does not relieve you of the requirement to disclose any conviction when applying for a license issued by the Office of Real Estate Appraisers.
	Applicant's answer
4.	Are you now or have you ever been placed on probation or parole of terms which restricted or limited your contact or dealings with an financial or real estate related activity or business or otherwise restricted your acting in a fiduciary capacity? To expedite review of your application, please attach a certified copy of the court records, including the complaint, complete docker judgement and sentence, and probation report and attach a copy of the police report(s) and/or investigating agency records. Applicant's answer
5.	Have you ever been prohibited from participating in the affairs of any insured depository institution pursuant to Section 19(a) of the Federal Deposit Insurance Act?
	Applicant's answer
5.	Do you presently have criminal charges pending before any court of law? If so, please specify the court in which the matter is pendin the case number and charges and submit a copy of the police report, and a certified copy of the complaint and docket.
	Applicants's answer
7.	Do you currently hold a professional or vocational license issued by any other governmental agency? If yes, please identify the license held, the license number and the issuing agency.
	Applicant's answer
3.	Have you ever been disciplined or had a penalty imposed by any governmental agency, including OREA, with respect to your activity as a licensee of that agency? Attach a copy of the police report(s) and/or investigating agency records.

Applicant's answer _

READ THE FOLLOWING INFORMATION PRIOR TO COMPLETING THIS FORM

Do not write in the shaded areas.

- Type or print clearly in blue or black ink.
- Photocopies of completed forms are not acceptable.
- II fees must be paid by pre-printed personal check. company check, cashier's check, certified check, money or government purchase order.
- Fees calnot be refunded. By statute, all fees submitted are deemed earned upon receipt.
- Out-of-state addresses require a completed and notarized Consent to Service of Process (REA 3006).
- Submit copies of continuing education completion certificates with this form

All continuing education submitted must include a minimum of 7 hours on USAP and the 4 hour course on federal and state laws and regulations.

NOTE: A signed federal and state laws and regulations certification may be submitted in lies of the submitting proof of successful completion of Federal and State Laws and Regulation. However, the certification does not represent a 4-hour credit towards continuing education. It merely replaces the requirement of course attendance.

NOTE: Applicants who submit their application after license expiration date will be required to submit additional 7 hours of continuing education for each 6 mg period their application is received late.

- Sign and date this form prior to submittal.
- If you have any questions, please write to the address listed below or call (916) 263-0722.
- Mail completed applications, fees and required documents

OFFICE OF REAL ESTATE APPRAISERS 1755 Creekside Oaks Drive Suite 190 Sacramento, CA 97833

Trainee	License
Renewal Application	\$150
Renewal Issuance	\$300
Child Support Review	<u>\$ 10</u>
Total Renewal Fees	\$460

Reside	ential	Lice	nsc
nation		415	-

Renewal Application	\$150
Renewal Issuance*	\$375
Child Support Review	\$ 10
Total Renewal Fees	\$535

Certified Residential and Certified General

Renewal Application	\$150
Renewal Issuance*	\$450
Child Support Keview	\$ 10
Total Renewal Fees	\$610

* Includes \$75 federal registry and state processing fees.

Activities which require a real estate appraisers license cannot be conducted after the expiration date of a license. Failure to renew a lice use within 1 year of the expiration date will require the submittal a new Initial Application (REA 3001), application review, examination and issuance fees, all current qualifying material, retesting and must meet all requirements for new licensees.

LATE RENEWAL FEES

addition to the fees listed above, applicants who submit their gwal application after their license expiration date will be required to pay the following penalty:

> less than 12 months late \$125

INSTRUCTIONS-PART A

- 1. TYPE OF APPLICATION--Mary the box for the license type you are renewing.
- 2. CURRENT LICENSE NUMBER -- The license number and expiration date of your current license.
- 3. NAME AS IT APPEARS ON LICENSE--Your name as it appears on your current license.
- 4. SOCIAL SECURITY NUMBER-Your social security number is mandatory. OREA cannot issue licenses without a social security number issued by the U.S. Social Security Administration (Business and Professions Code Section 1134
- 5. BIRTHDATE-Your date of birth (mm/dd/yy).

- 5. BUSINESS NAME AND ADDRESS OF RECORD--The name of you business or employer name. The business address of record is mandator information. Do not list a P.O. Box, Rural Route or Star Route. If a physica address is not available, indicate the physical location (i.e., the neares intersection and distance from it). If a business address is not available you physical residence address may be provided. Please Note: Information require is public record. If this is a change of address, mark the appropriate box.
- 6. MAILING ADDRESS OF RECORD—Your mailing address. If this is change of address, mark the appropriate wx. Information required is publi record.
- 7. PHYSICAL HOME ADDRESS--The Agysteal location of your hom address. Do not list a P.O. Box, Rural Route or Star Route. If a physica address is not available, indicate the physical location (i.e., the neares intersection and distance from it).
- 8. BUSINESS TELEPHONE NUMBER--Your buliness telephone numbe Information required is public record.
- 9. HOME TELEPHONE NUMBER--Your home telephone number.